



Sean P Matthews Insurances

📍 Scarlet St., Drogheda 🌐 www.spminsurances.com
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COMMERCIAL ACCOUNT EXECUTIVE – DROGHEDA OFFICE

Main Responsibilities:

- Looking after existing business, new business and midterm adjustments
- Reviewing policy renewals, policy wording, endorsements, and customer service on accounts.
- Must be willing to take on cases efficiently and proactively from beginning to completion.
- Negotiate renewals, re-marketing and finalising insurance placements and provide coverage comparisons when making recommendations to clients.
- Ensure that compliance procedures are always adhered to.
- Build effective and lasting relationships with key personnel in all insurance providers.
- Provide a friendly and professional service to our clients with a focus on communicating decisions in a prompt and professional manner.

Skills & Experience:

- CIP Qualified (or Grandfathered) in Commercial General Insurance.
- Ideally 3-5 Years' experience in a similar role
- Ability to work independently and as a team member.
- Strong attention to detail and high level of organisation and accuracy with the ability to provide comprehensive updates to company directors on all cases.
- Ability to work under pressure, prioritize and meet tight deadlines.
- Must be able to engage with clients, be a good listener, listen to their requirements and provide effective insurance solutions with their best interest in mind.
- You must conform with Fitness & Probity requirements
- Have Relay Software experience

We offer an attractive remuneration package, a range of benefits and reward highly motivated and dedicated staff with great career opportunities.

If you feel this is the right opportunity for you, email your CV and cover letter to colin@spminsurances.com and we will be in touch.