



Sean P Matthews Insurances

📍 Scarlet St., Drogheda    🌐 [www.spminsurances.com](http://www.spminsurances.com)  
☎ (041) 983 4434    ✉ [info@spminsurances.com](mailto:info@spminsurances.com)

## PERSONAL LINES 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:

- Minimum CIP qualification or working towards this
- 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.
- Excellent IT Skills (Excel, Word and Report preparation)
- 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.
- Preferably have 2/3 years' experience in a similar role
- Be a good team player who is highly motivated and enthusiastic
- 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](mailto:colin@spminsurances.com) and we will be in touch.**