



Job Title: Account Executive

Department: Commercial

Office: Cork

Job Description:

The role will involve working within a busy corporate broking team with responsibility for the full servicing of small to medium commercial clients and providing support services to Account Directors on a variety of larger commercial/corporate accounts.

Responsibilities:

- Manage a portfolio of small to medium sized Commercial clients dealing with Renewals and all mid-term alterations and queries
- Assist Clients in the handling of difficult claims.
- Create and update Open GI records to accurately reflect the risk and the current state of the file
- Diary all outstanding documentation and monies due
- Complete risk detail screens
- Ensure all activities and processes meet the Company's requirements for compliance, work practices and regulatory requirements
- Collect premiums and manage aged debt as per company policy
- Resolve client queries in a professional and timely manner
- Take responsibility for personal development by proactively improving technical skills and industry knowledge
- Participate in project work as required

Experience & Skills:

The ideal candidate will

- Have a minimum 4/5 years experience in a Commercial broking and able to demonstrate strong technical knowledge.
- Meet the requirements of the Central Bank of Ireland by either being a designated Grandfather or working towards or has achieved a recognised qualification.
- Be computer literate with experience of working on Open GI being advantageous but not essential.
- Have excellent client service skills, internal and external.
- Be able demonstrate a commitment to their own professional development with success in the CII examinations a distinct advantage.
- Be committed to assisting in the development of their colleagues.
- Have the ability to adapt to and embrace change.
- Have great attention to detail and the ability to work alone and within a team.

Please note this specification is not intended to be fully inclusive and management retain the right to alter responsibilities as the business requires.

Please send applications in strictest confidence to:

**Sonya Connolly, Group HR Manager, Email: sonya.connolly@arachas.ie
Web www.arachas.ie**

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