

## ***CUSTOMER SALES REPRESENTATIVES***

- Job Title:** Full Time & Part Time Permanent and Temporary Customer Sales Representatives
- Location:** Athlone
- Reporting To:** Renewals/Sales Team Leader
- Role:** To achieve sales/renewals targets by converting calls to sales using effective sales techniques and delivering excellent customer service while adhering to all company policies and procedures.

### **Key Areas of Responsibility**

- Use effective selling techniques to achieve and exceed monthly sales targets and cross sell other products within the Post Insurance port folio.
- Achieve and maintain compliance standards.
- Adhere to all Post Insurance company policies and procedures.
- Deal with both inbound calls and outbound calls via an automated dialling solution.
- Maintain service levels and minimise abandon rates.
- Provide a high quality service to all customers.
- To learn, be trained and become competent on selling any new products being launched on to the market for your area of sales and continue to keep knowledge on existing products up to date.

### **PERSONAL SPECIFICATION**

#### ***Essential Requirements***

- Leaving Certificate or equivalent.
- Intermediate computer skills.
- Excellent written & spoken English.
- Strong communication and interpersonal skills.
- Execution & “can do” attitude.
- Time management and attention to detail.
- Ability to ensure that excellent customer service standards are maintained at all times.
- Ability to react to situations quickly, efficiently and professionally.
- Flexibility to include Saturday working on a roster basis.
- Ability to work as part of a team.
- A willingness to undertake Insurance Exams.

#### ***Desirable Requirements***

- Qualified Financial Advisor (QFA) with bridging in General Insurance or Accredited Product Adviser (APA) in General Insurance or Certified Insurance Practitioner (CIP).
- Proven track record working within a sales environment.
- Conscientious & Professional.

Please forward CV and a Cover Letter to [Careers@Postinsurance.ie](mailto:Careers@Postinsurance.ie) by close of business **Friday 18<sup>th</sup> August 2017**.

**Post Insurance is an Equal Opportunites Employer.**