



# Padraic Smith & Co

## Insurance Brokers

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**Position:** Life & Pensions Manager

We are a thriving insurance brokers seeking to recruit a Life & Pensions Manager.

The ideal candidate must have a minimum of four years previous experience in a similar role. This is a sales centric position; the successful candidate will be expected to be self-sufficient as you will manage this area of the business, reporting to the Managing Director. The role involves a great degree of autonomy and would suit someone who wants to make the role their own.

This is a full time position with an immediate start. The office is centrally located in Fairview, with shared parking and easy access to public transport/M50.

Key Responsibilities:

- Interacting on a daily basis with clients regarding all aspects of their Life policy;
- Meeting with Clients regarding inception of new policies;
- Responsible for end to end query resolution and management of communications throughout the life of the policy;
- Liaising with Insurers/ Brokers and other third parties regarding all aspects of the policy.

Skills and experience required:

- Minimum 4 years previous experience in a similar role in the Life Assurance industry is essential;
- QFA qualified or currently undertaking QFA studies;
- Excellent verbal, written and interpersonal skills;
- Strong interpersonal skills as the successful candidate will be meeting with/ telephoning clients on a regular basis;
- Ability to prioritise workload

If you are interested in this position, please furnish your current CV, with cover letter, to [Catherine@psmith.ie](mailto:Catherine@psmith.ie)