



## **Personal Lines Administrator:**

**MBC Insurance** are looking to recruit an individual to fill a new position within our organisation in our Cork Office.

This role will involve the administration and delivery of a large Personal Lines (House & Motor) insurance book of business.

Working closely with the Personal Lines manager & other team members the successful applicant will require the skill set to deal with renewals in a timely manner whilst also administering daily queries as they arise including face to face enquires and looking to promote our other products on an ongoing basis.

## **Desired skills and experience:**

The individual will have to have both a strong focus on attention to detail and interpersonal and telephone skills along with a strong team ethic and positive disposition..

Due to the nature of the work, previous or current insurance experience (APA Personal or CIP) would be preferential, but not essential.

- Self-motivated individual.
- Strong attention to detail.
- Good telephone acumen.
- Excellent communication skills.
- The ability to work as part of a team and use your own initiative to meet deadlines.
- Strong organisational skills.
- Previous or current experience with Applied System/Relay Software
- APA or CIP qualified is desirable, however it is preferential that the individual is working towards these qualifications.

## **Other information:**

Location: MBC House, 36 South Mall, Cork.

Terms: Permanent, Full time

Hours of work: 5 Days weekly,

Assistance towards exams & study materials

Immediate start



**About the Company:**

Established in 1982 and operating nationwide from our offices in Cork & Kerry, MBC Insurance is a leading mid-sized insurance broker with both a Commercial Lines & Personal Lines focus.

MBC Insurance is a member of the Broker Federation of Ireland (BFI) . The combined purchasing power of more than 35 mid-sized brokers means we can offer highly competitive insurance packages to our clients.

We are also a member of the Brokers Ireland (BI) and are regulated by the Central Bank of Ireland.

We are committed to the ongoing development of staff. Through the Minimum Competency requirements as set out by the Central Bank, all staff are now required to adhere to a minimum level of professional standard through examinations and Continuous Professional Development (CPD).

MBC Insurance is an equal opportunity employer and also operates within strict GDPR guidelines, in terms of our Privacy and Retention policies.

Applicants should send their C.V's to:

[Shane.sullivan@mbcinsurance.com](mailto:Shane.sullivan@mbcinsurance.com) or via post to:

Shane Sullivan. MBC Insurance, 36 South Mall, Cork.