

Junior Account Executive

ROLE DESCRIPTION

Full time business development vacancy based in South Croydon.

This is a superb opportunity for a person with good sales skills looking to develop their commercial insurance career. You will join a busy team operating in the non-profit and charity sector. We are experiencing high levels of enquiries and have recently implemented technology solutions to help achieve additional growth. The successful candidate will enjoy the buzz of achievement.

- Reporting to the Business Development Manager and working to achieve growth targets through new business acquisition and existing business retention targets, primarily focused on servicing the needs of smaller non profit organisations [but with some personal lines as required 70/30 split].
- Insurance will be required, together with sales experience. Knowledge of and understanding of the sector, focus on quality, customer care and ethical trading should be demonstrated.
- Able to underwrite volume business for delegated authority arrangements and a willingness to enhance your career.
- £17,500 - £20,000 + benefits dependent upon experience.

PERSON SPECIFICATION

	Essential	Desirable	Identified by *
Qualifications <ul style="list-style-type: none"> ▪ Good GCSE results including Maths and English at grades A-C. ▪ Insurance Foundation Certificate level (or good progress). ▪ Higher Level CII. 	E E	D D	A/I
Experience <ul style="list-style-type: none"> ▪ 1 year personal lines (preferably household) or commercial lines broking experience. ▪ Confident sales person with proven experience. ▪ Microsoft Office Products: Word, Outlook, Excel & Access. Good typing skills. ▪ Able to tailor product offering to customer needs and demands. ▪ Use of delegated authority schemes. 	E E E E	D	A/I
Knowledge Skills / Abilities <ul style="list-style-type: none"> ▪ Knowledge and understanding of product features, benefits, exclusions and warranties and application to various situations. ▪ General Insurance Principles and Practice - Understanding and application of common terminology and context in standard situations. Able to provide explanations to customers. ▪ Claims - Understanding of claims principles and processes. Able to identify when policy cover is in force and provide accurate information to claims operations. ▪ Good oral and written communication skills. Contribute to and produce business reports/presentations; well-constructed and grammatically correct correspondence. ▪ You must enjoy talking to people on the telephone and have confidence in picking up the telephone. ▪ Good negotiating skills with the ability to influence decisions. ▪ Ability to work with a minimum of supervision and to plan, organize and prioritise workload, prepare detailed reports and possess good problem solving skills. ▪ Ability to work effectively as a member of a team and to actively contribute towards the development of the business. ▪ Commitment to personal development and a willingness to undertake training in relation to this position and as per corporate requirements. ▪ Hold a full current driving licence. 	E E E E E E E E E E	D	A/I/T P
Special Skills Flair for sales / sales skills.	E		

* A = Application; I = Interview; P = Presentation; T = Test

www.accessunderwriting.co.uk

Call 08702 412214 for an application form or write to the Operations Director at Access Underwriting, 50 Chapel View, South Croydon, Surrey CR2 7LF enclosing your CV.