

## INSURANCE ACCOUNT HANDLER– EDENBRIDGE

### SALARY UP TO £30,000 + GENEROUS QUARTERLY BONUS

Protek Group Limited are looking for an Insurance Account Handler/Underwriter to join our successful team. We currently have a newly created opportunity for a talented person to join our inherent defect client underwriting team. This exciting role would suit someone with a previous commercial, construction or property insurance background who is looking for a fresh challenge that involves underwriting and direct contact with the customer. The job is based in our Edenbridge Office.

### THE ROLE

As an Account Handler you will be responsible for incoming wholesale and retail enquiries ranging from SME residential development projects through to major commercial projects. Working as part of a team and reporting to the Senior Account Handler you will be scrutinising applications and assessing risks to underwrite and provide quotes under a delegated underwriting authority. The role requires good communication and negotiation skills and an excellent attention to detail. You will actively help the team pursue incoming opportunities to grow the book of business and to achieve its targets and objectives. This position is progressive and will allow for someone to grow professionally, so would suit a dynamic candidate who is keen on securing a career path supported through professional learning development through CII qualification. Full training and support will be provided.

### DUTIES AND RESPONSIBILITIES

You will be working to help prepare and analyse new business enquires on a day-to-day basis, liaising with insurers and underwriters to provide quotations within agreed timescales and targets. Other responsibilities include:

Processing of applications, dealing with customer enquires over the telephone, analysing risk, underwriting within limits, producing quotations and policy documentation to fulfil the team's requirements for new business processing and reporting.

Help to maintain key relationships to support the team's targeted new business growth.

Attendance of national tradeshow.

Networking and relationship building.

Working within our governance frameworks to make sure we are risk compliant as an organisation

### SKILLS & EXPERIENCE REQUIRED

- Track record of being responsible for own insurance caseload within a regulatory environment
- Ability to analyse complex information and draw out the relevant facts
- Sound product knowledge and market awareness
- Well-tuned communication skills and the ability to articulate technical issues, pricing strategy and influence key contacts in the sale process
- CII qualification (progression will be company funded)



## ABOUT US

Established in 2015, Protek is a structural warranty and construction insurance MGA, underwriting on behalf of specialist insurers. We provide insurance solutions for new build, conversion, and commercial developments with an emphasis on excellent customer service.

As a company we are driven, attentive, thoughtful and look to encourage the best in everyone who works with us. We are a team and our people are our priority. Above all, we strive to make the workplace a rewarding and fun place to build a career.

## BENEFITS

- STRUCTURED TRAINING PROGRAMME, INCLUDING PROFESSIONAL QUALIFICATIONS.
- REAL OPPORTUNITY TO PROGRESS.
- ANNUAL HOLIDAY ENTITLEMENT 25 DAYS PLUS BANK HOLIDAYS.
- THE COMPANY OPERATES A CONTRIBUTORY PENSION SCHEME WHICH ALL EMPLOYEES ARE ELIGIBLE TO JOIN, CURRENTLY 4% SUBJECT TO AN EMPLOYEE CONTRIBUTION OF 4%
- HEALTH CASH PLAN
- LIFE INSURANCE
- INCOME PROTECTION
- ON SITE PARKING
- FITNESS CLASSES
- SUBSIDISED GYM MEMBERSHIP (GYM ADJACENT ON SITE)

START DATE: ASAP