



JOB DESCRIPTION

Sales Support Administrator

The Company

We are a rapidly expanding insurance broker based in Tunbridge Wells, Kent. We currently employ around 80 staff and specialise in niche motor insurance. We also appear on many of the price comparison sites for car and home insurance such as 'Go Compare' and 'Moneysupermarket'. Treating Customers Fairly is at the heart of everything we do and our Company aim is to provide efficient, accessible and responsible insurance services.

We are looking for committed individuals with an interest in insurance to join our lively team. We offer ongoing in house training, leading to a formally recognised insurance qualification although no previous insurance experience is required.

The Role

The role of the Sales Support Administrator is mainly about providing support to retail clients by processing and sending out documents and setting up policies. They also support the New Business phone lines as an overflow when needed. You will need to be a team worker, focused, organised and have strong attention to detail. Our working hours are 9.00am to 5.30pm Monday to Friday for 2 consecutive weeks, 10.00am to 7.00pm Monday to Friday for 1 week and 1 in 3 Saturdays 9.00am to 3.00pm, calculated on a rotating basis.

The main tasks are:

- Processing and sending out documentation
- Setting up policies on SPP and Accubroker
- Processing Buy Online Policies
- Accurately entering data entry into Excel
- General office administration
- Responding to messages that are received
- Answering and transferring calls to the relevant departments

The Person

- Enthusiastic, highly motivated and focused team player
- Looking to progress and build a career within a successful expanding organisation
- Energetic, outgoing & confident with a strong attention to detail
- A commitment to providing excellent customer service

- Effective IT/ PC skills
- The ability to quickly and accurately enter information, produce documentation, and supply information correctly
- Good numeric skills and capable of multi-tasking Excellent grasp of both written and spoken English
- Minimum of 4 GCSE's at Grade C and above, to include English and Maths

The Rewards

- Salaries range from £14,000 and for those planning a career in insurance, the Sales Support department is a good place to start
- We offer 28 days holiday a year inclusive of the Public Bank Holidays
- Company Pension Scheme
- Discounted Home and Motor Insurance
- Training and development programme
- The potential to be sponsored to study for your CII (Certificate in Insurance) after a qualifying period