

WE ARE HIRING

Motor Account Handler



ARB Underwriting Ltd are delighted to announce we are looking for an energetic person(s) to join our motor department. We are looking for an individual who has at least 2 years experience working in a broker or insurance company handling motor insurance enquiries for new and existing cases.

Applicants need to have the ability to demonstrate, amongst other skills:

- APA personal insurance qualification is a requirement and working towards your CIP qualification.
- An energetic can do approach to work teamed with a proactive ability to multi-task and prioritise tasks;
- Ability to work as part of a highly productive team in a target driven and busy environment;
- Excellent organisational and interpersonal skills with a high level of literacy and attention to detail;
- A good listener and effective communicator;
- Extensive and comprehensive working knowledge of all industry related Compliance & Regulatory provisions;
- Must be computer literate.

Responsibilities:

The successful candidate will report directly to the Motor Manager and will be the first point of contact for all inbound broker enquiries. The purpose of the role is to provide comprehensive advice and guidance to our panel of brokers and to undertake all underwriting duties diligently and to the highest standard. This is a great opportunity for an energetic person to join a financial services group with a view to developing a challenging career that encompasses all aspects of insurance in an international environment.

Role:

- Providing accurate advice and guidance to our brokers;
- Approving cases for quotation and new business for PC, LCV and MTRR within the set binding authority of each scheme.
- Renewal preparation – premiums and documents
- Ad-hoc projects as assigned by the Motor Manager,

Salary: €Negotiable (DOE)

Benefits:

- 21 Days Annual Holidays (which increases by 1 days annual leave every 2 years of continuing service up to a maximum of 28 days)
- Non Contributory Pension (on completion of probationary period)
- Life & Disability Scheme (on completion of probationary period)
- Health Insurance (on completion of probationary period)

Please send your CV and covering letter to s.nolan@arb.ie

A.R. B Underwriting Ltd is an equal opportunities employer

ARB Underwriting Ltd is regulated by the Central Bank of Ireland.

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