

Business Development Administrator

Based in Callington

The client is one of The UKs largest independent healthcare insurance brokers, providing support, guidance and assistance to businesses and individuals both in the UK and overseas. Their activities encompass Private Healthcare Insurance, Income protection Insurance, Critical Illness and Travel Insurances, as well as peripheral supporting activities. They currently have offices in London, Billericay, Ringwood and Weston-Super-Mare. The Callington office has been operating since July 2004.

An insurance background, preferably with a knowledge and practical experience of Private Medical Insurances for both individuals and company paid group schemes. This persons prime function would be in a support role, but every encouragement will be given to expand horizons, ultimately resulting in a consultancy position for the right candidate.

- Competence in the use of Microsoft Excel, Outlook and Word is a pre-requisite, along with an efficient telephone manner.
- The candidate would be expected to contact clients and insurers by phone, email or letter (as appropriate) in order to:
 - Obtain annual renewal data
 - Ascertain the appropriate scope of cover required by the client
 - Convey the clients wishes to insurers
 - Collate responses from insurers
 - Check the accuracy of insurer communications, and interpret these for the benefit of clients
 - Prepare reports for use by the Consultant
 - Complete a check list of FSA requirements for each contract, and chase up any incomplete aspects of that work

Cold calling with NOT be a feature of this job.

Benefits include good salary, car parking, and (after an initial probationary period), contributory pension scheme, income protection, life, medical and dental insurance, and 25 days paid holiday.

Hours: 9.00 to 5.30 although there will be a degree of flexibility with regard to these times.

Salary: Minimum of £14,250 per annum

If you have worked for a private hospital, such as the Nuffield Group or Bupa, Norwich Union, Western Provident Association, AXA-PPP Healthcare, Health-On-Line or Standard Life Healthcare you would be an excellent candidate. IT IS ESSENTIAL THAT YOU HAVE THIS TYPE OF BACKGROUND, WHEN APPLYING.