

Business Development Administrator

Based in Callington

The client is one of the UK's 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, life 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 and expanding since July 2004 and at the present time this office alone has a staff of six and total premiums of over £6,000,000.00 under advice.

The position requires an insurance background, preferably with knowledge and practical experience of Income Protection and Life Insurances for company paid group schemes. An understanding of pensions would be advantageous. This person's prime function would be in a support role, but every encouragement will be given to anyone who wishes to expand their 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 client's wishes to insurers
 - * Collate responses from insurers
 - * Check the accuracy of the 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 work.

Cold calling will 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 28 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 an insurance broker, insurance company or Independent Financial Advisor, you would be an excellent candidate. IT IS ESSENTIAL YOU HAVE THIS KIND OF BACKGROUND WHEN APPLYING.