



Padraic Smith & Co

Insurance Brokers

Position: Junior Insurance Analyst

We are a thriving insurance brokers seeking to recruit a Junior Insurance Analyst.

The ideal candidate must be a team player, quick learner and willing to assist with all aspects of the business. The role will, for the most part, involve day to day assistance in the Childcare department, reporting to the Managing Director.

Our Childcare department is rapidly growing and we assist in the provision of childcare insurance to facilities all around the country. We have a very large client network and have carved out the market lead in this niche area of insurance. With your assistance, we hope to grow the childcare client book even further.

This is a full time position with an immediate start. The office is centrally located in Fairview, with shared parking and easy access to public transport/M50.

Key Responsibilities:

- Day to day assistance of the Childcare team, including, taking phone calls; processing queries regarding quotations, claims and renewals, processing payment of premiums;
- Maintenance of childcare scheme client running list;
- Liaising with Clients/ Insurers/ Brokers and other third parties on all aspects of the childcare scheme/ and other departments (if the need arises)
- Liaising with Insurers where issues arise at renewal/ quote stage

Skills and experience required:

- This is an entry level position; preferably working towards an insurance qualification;
- Proficient in all Microsoft Office applications, particularly Outlook, Word and Excel;
- Team player and willingness to assist fellow colleagues in other departments as and when need arises;
- Excellent interpersonal skills as your role may require you to attend off site meetings with Clients and Insurers;
- Ability to meet deadlines and prioritise workload

If you are interested in this position, please furnish your current CV, with cover letter, to catherine@psmith.ie