



Personal Lines Administrator:

Due to continued expansion, **MBC Insurance** are looking to recruit an individual to fill a new position within our organisation.

This is an entry level role and will involve the administration and delivery of a large Personal Lines insurance book of business.

Working closely with the Personal Lines Manager, the successful applicant will require the skill set to deal with renewals in a timely manner whilst also administering daily queries as they arise and looking to promote our other products on an ongoing basis.

The individual will have to have both a strong focus on attention to detail and interpersonal and telephone skills.

Due to the nature of the work, previous or current insurance experience (APA Personal or CIP) would be preferential, but not essential.

This role will be based at our Cork City Centre office.

www.mbcinsurance.com

Desired skills and experience:

- Self-motivated individual.
- Strong attention to detail.
- Good telephone acumen.
- Excellent communication skills.
- The ability to work as part of a team and use your own initiative to meet deadlines.
- Strong organisational skills.
- APA or CIP qualified desirable but not essential.

About the Company:

Established in 1982 and operating from offices in Cork City & Kerry , **MBC Insurance** is one of the leading mid-sized insurance brokers in the Munster region.

MBC Insurance is a member of the Broker Federation of Ireland (BFI). The combined purchasing power of more than 35 mid-sized brokers means we can offer highly competitive insurance packages to our clients.

We are also a member of the Irish Brokers Association and are regulated by the Central Bank of Ireland.



We are committed to the ongoing development of staff. Through the Minimum Competency requirements as set out by the Central Bank, all staff are now required to adhere to a minimum level of professional standard through examinations and Continuous Professional Development (CPD).

Applicants should send their C.V's to for the attention of Mr. Shane Sullivan

info@mbcinsurance.com or by post to:

Shane Sullivan
MBC Insurance.
MBC House,
36 South Mall,
Cork.