

## **PERSONAL LINES ACCOUNT EXECUTIVE**

LHK Kelleher Insurance, Drogheda, Co. Louth

Permanent Full Time

### **Main Purpose of the Role**

Working on the front line of our sales and service team, the role involves contact with potential and existing customers quoting and advising on cover and services. The successful candidate will be responsible for renewals, client retention and driving new business through up selling &/or cross selling.

### **Essential Criteria**

- Ability to evaluate direct client insurance requirements and provide suitable cover solutions
- Good negotiation skills to close new business or at time of renewal
- Energy and drive with an ability to manage high work load in a team environment
- Excellent organisational skills and attention to detail
- Excellent communication and interpersonal skills to include a confident telephone manner
- Promote professionalism and integrity

### **Skills/Qualifications Required**

- APA qualification progressing towards CIP with a minimum of 12 months' experience working in Personal Lines
- Compliant with CPD requirements & complete 15 formal hours of CPD each calendar year. These hours must be relevant to the specific function
- Business Literacy and numeracy; e mail writing, use of spreadsheets
- Knowledge and understanding of the Relay software package or equivalent
- Knowledge of personal lines products including processes

### **Remuneration**

- Salary will be Commensurate with experience
- Company Bonus & Pension Scheme
- Insurance examinations needed will be sponsored by the employer

**Applications to:** Ros Scally, Operations Manager, [ros.scally@lhkinsurance.ie](mailto:ros.scally@lhkinsurance.ie)