



Padraic Smith & Co

Insurance Brokers

Position: Senior Commercial Broker

We are a thriving insurance brokers seeking to recruit a Senior Commercial Broker.

The ideal candidate must have a minimum of four years relevant industry experience and have /working towards CIP qualification. As part of a busy office, you will be expected to assume day to day responsibility for your files, with reference to the Managing Director if necessary.

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 management and handling of all aspects of Commercial Risks, including, quotations, claims, renewals, mid-term alterations and all other queries as they may arise
- Liaising with Clients/ Insurers/ Brokers and other third parties on all aspects of the commercial client book
- Processing all aspects of commercial policy from inception through to payment
- Liaising with Insurers where issues arise at renewal/ quote stage

Skills and experience required:

- CIP Qualified/ Working towards CIP qualification
- Proficient in all Microsoft Office applications, particularly Outlook, Word and Excel
- Team player and willingness to assist fellow colleagues 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