



Account Handler - Job Description

An exciting opportunity to join an expanding team based in York and work with a small company that believes in doing best by its clients.

Johnson Insurance Services are a specialist SME Commercial and Private Client insurance brokerage in a wide range of industries that adds value to its clients through delivering professional advice and a personal service that strives to exceed client expectations. The ideal candidate will be experienced, motivated and work well in a team.

Responsibilities

- Process Renewals and Mid-Term Adjustments
- Handle any ad hoc Customer queries
- Adhere to Internal Processes & Procedures
- Carry out your duties with Due Diligence
- Conduct yourself in a Professional Manner

Key Skills

- Experienced
- Good IT skills
- Ability to work under pressure and meet deadlines
- Effective Communicator
- Attention to Detail
- Organised
- Desire to develop and learn
- Work well in small team

Candidate Experience

- Min 2yrs experience Handling
- Cert CII qualified or above
- Familiarity with Acturis, though not a prerequisite

Benefits

- Negotiable Salary
- Pension
- Flexible Working Hours
- Private Medical Insurance

Job Type: Full-time

For more information, please contact Max on 01904 217455 or send your CV to max@johnsoninsurance.co.uk