



Account Handler – Apprentice - Job Description

An exciting opportunity to join an expanding team based in Tadcaster 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.

Responsibilities

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

Key Skills

- 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

Job Type: Full-time

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