D2 CORPORATE SOLUTIONS

Account Handler

Competitive salary and additional benefits including private medical cover

D2 Corporate Solutions Ltd is a Specialist Independent Insurance Broker based within Central Paisley. Due to company expansion we are currently looking to recruit an experienced Account Handler to join our team.

Key Responsibilities:

- Providing assistance and support to a number of Account Executives
- Responsible for servicing a portfolio of Key Clients
- General administration including Renewals, Mid-term adjustments, extensions to covers, Invoicing and handling client queries
- Quality control and ensuring high standards of customer service
- Checking and issuing documentation to clients
- Building relationships with new and existing clients

Skills, Knowledge and Qualifications:

- Minimum of 3 years Commercial Insurance experience
- Good understanding of the commercial insurance market
- Comprehensive knowledge of commercial insurance products
- Fluency and confidence in dealing with customers over the phone and face to face
- Ability and flexibility to work as part of a team
- Ability to negotiate with insurers

Other Benefits:

- Career progression
- An exciting professional environment
- A position in a secure company experiencing rapid growth
- Private medical cover
- Death in service cover
- Competitive Salary

Hours: Monday – Friday, 9am – 5pm

Pavilion 4, Westpoint Business Park,
6 Marchfield Drive, Paisley, PA3 2RB

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