



Account Handler

D2 Corporate Solutions Ltd is an Independent Insurance Brokers based in Paisley, 2 minutes from Glasgow Airport. We are currently looking to recruit an experienced Commercial 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 features include:

- Career progression
- An exciting professional environment
- Private medical cover
- Death in service cover
- Monthly Incentives
- Competitive Salary