

JOB DESCRIPTION Producing Broker



Grade:	4
Reports to:	Associate Director London Office
Responsible for:	Self

G&M International are an Insurance Broker located in London, with Lloyd's of London accreditation. We have direct access to the Lloyd's market which gives us the freedom to work across a variety of channels, maintaining high levels of professionalism, integrity and customer service throughout.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

TO:

- Manage and be proactive in acquiring new business from UK and International brokers and customers in various classes of insurance
- Ensure that all procedures are accurate, in line with FCA guidelines and in accordance with the G&M International Procedure Documents.
- Assist in the implementation of business strategies for direct business as well as broker business for the International division
- Assist and service the business from any existing clients as required

BY:

- Depending on your business knowledge, explore and develop market opportunities, converting enquiries into sales to actively grow the business
- Ensuring that client customer service is paramount, ensuring team focus on generating new business and managing the renewals process
- Ensure all workflow is processed in a timely manner to relevant systems, working with Technicians to ensure slips, endorsements and debit notes are prepared and detailed are uploaded to database
- Assist in the implementation of new business strategies for direct business as well as broker business
- Work with existing team to develop additional enquiries, contacts and sales in other business products, including attendance at various industry and networking events
- Developing, expanding and negotiating with existing network of underwriters
- Feedback competitive information and market intelligence to the Associate Director to remain current with market trends, which may require attendance at various Lloyds Conferences
- Sourcing and attending meetings for new business opportunities to convert to business acquired
- Have an understanding of how the functions of the role interlink with the rest of the business and liaising effectively with the Head Office departments
- Committing to travel (UK and International) in order to meet potential customers and/or Brokers
- Ensure the Associate Director is aware of critical decisions associated to your business activities, information is documented as required and the business systems are maintained to provide overview of current status of all enquiries
- Binder day to day management as required
- Learning and understanding the General & Medical Group structure and existing products and being able to learn and adapt to new insurance classes

PERSONAL PERFORMANCE, CONDUCT AND DEVELOPMENT

Meets targets and take responsibility for own performance:

Remain abreast of current services offered by the company and be aware of changes to legislation by the Financial Conduct Authority (FCA). Cascade any information / changes in legislation to work colleagues.

Work in Accordance with the company policies and procedures:

Be aware of and adhere to the General & Medical policies and procedures. Work in a way that meets the statutory requirements of employees under Health and Safety at work. Take action, in conjunction with the HR Manager, where breaches have occurred. Ensure that all work is carried out compliant with Lloyd's certification

Flexibility and Team Work:

Work flexibly as part of a team to meet the need of the services provided by the company. Value each team member's contribution and help colleagues to the best of their abilities.

Professionalism:

Set a good example to other staff in attitude to work and general working practices. Deal with all colleagues in a professional manner. Maintain a professional working relationship with direct reports in order that there is no issue in dealing with any unacceptable performance and/or conduct.

WHAT YOU CAN EXPECT FROM US

- Attractive Salary dependant on Experience
- Commission Package available
- Working environment close to Lloyd's of London with direct access to the Lloyd's market
- Access to Pension Scheme
- Sick Pay and Attendance Bonus
- Great Annual Leave Benefit
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Worldwide Multi Trip Travel Cover
- Employee Rewards Scheme
- Commitment to Employee Learning and Development
- Access to Wellbeing Services and Discount Scheme

Please read the following Personal Specification and if this looks like the opportunity you've been waiting for then send your CV through to:
careers@genmedinternational.com

CATEGORY ESSENTIAL REQUIREMENTS

Experience	<ul style="list-style-type: none">• Insurance/claims experience• Proven track record as a Producer• Lead generation• Customer Service• Developing third party contracts
Knowledge	<ul style="list-style-type: none">• Certificate Institute of Insurance• Understanding of the FCA• Understanding of the Financial Ombudsmen Services• Understanding of the London market• Understanding of International markets
Skills and Ability	<ul style="list-style-type: none">• Meet work Targets• Excellent communication skills, including business level language skills• Forms positive working relationships• Works as part of a team• Remains positive and driven• Ability to record work accurately• Write and prepare reports and other correspondence effectively• Understand and maintain confidentiality• Ability to work independently and to use own initiative• Problem solving and decision-making ability• Good Microsoft Office Skills• Dependable and able to think strategically
Personal Attributes	<ul style="list-style-type: none">• Be flexible and able to adapt to evolving circumstances• Be committed to personal development and learning• Professionalism demonstrated at all levels and at all times• Possesses drive to achieve and deliver• Ability to work well under pressure• Ability to organise and follow through with scheduled appointments
Additional	<ul style="list-style-type: none">• Flexibility to travel when required