

JOB DESCRIPTION – Lloyd’s Insurance Broker Technician

Working within our Head Office in Peterborough

careers@genmedinternational.com

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Purpose:

To:

- Assist and be proactive in assisting with new business enquiries from UK and International clients in various classes of insurance.
- Ensures 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 the G&M team with file management and document preparation.

By:

- Converting enquiries into sales to actively grow the business.
- Ensure that client customer service is paramount, ensuring team focus on generating new business and looking after renewals.
- Ensure all workflow is processed in a timely manner to relevant systems; including preparing slips and endorsements, debit notes, uploading risk details to database.
- Assist in the implementation of new business strategies for direct business as well as broker business.
- Developing, expanding and negotiating with existing network of underwriters in order to demonstrate a capability for placement of risk.
- Feedback competitive information and market intelligence to Manager to keep up to date with market trends.
- Attending Lloyds conferences and relevant networking events to grow and develop contacts and keep up to date with the current market.
- 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 all departments.
- Committing to travel (UK and International) in order to meet potential customers and/or Brokers.
- Having regular reviews with the Brokers to monitor performance whilst documenting the information obtained.
- 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. 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 needs 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
- Access to Pension Scheme
- Sick Pay Scheme and Attendance Bonus
- Great Annual Leave Benefit
- Free Worldwide Multi Trip Travel Cover and discounted rate for family members
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Employee Rewards Scheme
- Commitment to Employee Learning and Development
- Access to Wellbeing Services and Discount Scheme
- Friendly working environment in Peterborough, convenient location close to the A1

About Us

Our greatest strength is our people – professional, driven yet grounded and fun to work with. If our culture sounds like a good fit for you and you want to be part of our exciting journey then please send a copy of your CV to careers@genmedinternational.com