

Office Administrator

£22,000 - £24,000 Full Time Salary

G&M International are a well-established insurance broker working within the UK and international markets. We are keen to bring in a Support Administrator to support our growing requirements in the provision of our specialist range of services for the insurance industry and our clients. Essential skills include Microsoft Office including MS Word & Excel, and you will need to demonstrate excellent communication and organisational ability to manage your workload and get things done. This position is office-based within our Peterborough site and all necessary training will be provided.

Responsibilities for this position:

- Processing applications from customers for the purchase of our products, ensuring they are completed appropriately.
- Timely preparation of relevant documentation to support the team and customer communications.
- Ensure that client customer service is paramount with a focus on new business and processing renewal documentation.
- Assist with the generation of new business enquiries from all customers using verbal and written communication.
- Learning and understanding the General & Medical Group structure and existing products and being able to learn, adapt and provide product information.
- Assist the team with any file management and document preparation.
- Ensure all workflow is processed in a timely manner to relevant systems.
- Feedback competitive information intelligence to Manager to keep up to date with market trends.
- Have an understanding of how the functions of the role interlink with the rest of the business and liaising effectively with all departments.

What You Can Expect From Us

- £22,000 – £24,000 Full Time Salary
- Regular Monday to Friday office-based hours
- Access to Pension Scheme
- Attendance Bonus
- Great Annual Leave Benefit including additional family days
- Free Worldwide Multi Trip Travel Cover and discounted rate for family members
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Monthly Employee Rewards Scheme
- Commitment to Employee Learning and Development
- Access to Wellbeing Services and Discount Scheme
- Free tea, coffee and fresh fruit
- 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 jobs@generalandmedical.com