

Job Description – Support Administrator

General & Medical are a well-established company who specialise in Health Insurance, now keen to bring in a Support Administrator with excellent communication skills and administrative experience. You will need to demonstrate excellent organisation and attention to detail, with an ability to get things done in a professional manner. Working within a busy office environment, your essential skills will include Microsoft Office, including Word and Excel. Working within this regulated environment, all product and system training will be provided as you support the development of policy and process.

Responsibilities for this position:

jobs@generalandmedical.com

Assist with maintaining company policy and procedure documents, including version control.

Identify areas for improvement across the business and assist with production of training documents.

Proactively seeking feedback from new or existing customers.

Assist with testing on any changes to our systems.

Support the development of products and services offered by the Company.

Provide mutual support to the Compliance Officer during periods of absence.

Coordinate with the Finance Assistant role and develop an effective understanding of that role.

Assist with the auditing process to maintain the quality of our services, including GDPR.

Responsible for dealing with requests for disclosure under GDPR.

Undertake checks on applications and maintaining database records for new agreements.

Maintain accurate record keeping and filing.

What You Can Expect From Us

- £22,000 – £24,000 Full Time Salary
- Regular Monday to Friday hours – no evenings, no shift work and no weekend work
- 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

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