

## Admin Assistant – Office Support

### £21,000 to £23,000 Full Time Salary

General & Medical specialise in Health Insurance and we are now looking to bring in an organised administrator who can work as a member of the team and contribute effectively in a professional manner across a busy office environment. You will need excellent communication skills and be able to organise your work effectively, supporting dedicated personnel with accurate and timely information. You will use your well-developed Microsoft Office skills to support the generation of effective Reports. All product and system training will be provided – you will need to demonstrate the desire to succeed.

The emphasis on this role is Administrative Support to the team.

### Main Responsibilities of the Role

Processing product applications, checking for accuracy and ensuring they are complete.

Assist with the production and processing of renewal documentation, including renewal pricing.

Assist the team with any file management and document preparation.

Regular production and analysis of broker reports in order to assess ongoing performance.

Production of effective Key Account Reports to support the renewal process.

Timely preparation of relevant quotes to support the team and their customer communications.

Learning and understanding the General & Medical Group structure and existing products and being able to learn, adapt and provide product information.

Assist in the implementation of business strategies for direct business as well as broker business.

Ensure all workflow is processed in a timely manner to relevant systems.

Conduct competitor pricing analysis and feedback information and market intelligence to Directors and management.

Assist Management Team with the generation of bespoke reports and compilation of data to better understand and influence decision-making.

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

- Regular Monday to Friday hours – no evenings, no shift work and no weekend work
- £21,000 to £23,000 Full Time Salary
- Access to Pension Scheme
- Attendance Bonus
- Great Annual Leave Benefit including additional family days
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Free Worldwide Multi Trip Travel Cover and discounted rate for family members
- 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](mailto:jobs@generalandmedical.com)