

## Job Description: Account Executive – Insurance

General & Medical are a long-established company in the provision of medical and other specialist insurance services to professionals, businesses and families both within the UK and internationally. Although providing medical insurance remains a core activity for the Group, we have developed many other services and insurance products available through our divisions and subsidiary companies.

Our International Division work within the UK and international markets as an insurance broker. We have an exciting full-time opportunity for a career minded Account Executive. You will be based in our Peterborough Head Office working with our existing clients to support their insurance requirements and responding to enquiries to generate growth and new business development. The successful candidate will have experience within the insurance sector, demonstrating excellent communication skills and be able to organise your work effectively.

### Responsibilities for this position:

- Processing quotes and 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.
- Opportunities to attend conferences and networking events, both in-person and remotely in order to develop contacts and generate business growth.
- 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 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.

### Personal performance, conduct and Development

#### Meet targets and take responsibility for own performance:

Remain abreast of current processes and 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 Company policies and procedures. Work in a way that meets the statutory requirements of employees under legislation.

#### Flexibility and Team Work:

Work flexibly as part of a team to meet the needs of the customers of the Company. Value each team member's contribution and help colleagues to perform to the best of their abilities.

### Professionalism:

Set a good example to other staff in attitude to work and general working practice. Deal with all colleagues and customers 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**

- Regular Monday to Friday 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

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)