

## Account Handler - Personal Lines

**Job Title :** Account Handler - Personal Lines

**Based :** Within the broking department at our office in Hortonwood Telford.

**Job Purpose:**

To support the commercial broking team by dealing with all aspects of the house, private car and other personal lines insurances of our valued business clients.

**Key responsibilities and accountabilities:**

- To process renewals, mid term adjustments & new business enquiries.
- To operate on line quotation systems
- To liaise with Insurance Companies/Rollinson Smith Account Managers
- To undertake all related admin.

**Specific Job Skills:**

Previous experience of dealing with personal insurances as part of a commercial broking business is essential. The successful candidate will also possess excellent IT skills, the ability to use their own initiative and strong administration skills. They will be well organised and able to work as a good team player.

**Salary:**

The starting salary is £14,000 - £ 16,000 dependent upon experience.

**Summary:**

This is an exciting opportunity to join one of the largest independent Insurance Brokers in the Midlands and become a valuable member of a young, vibrant and successful team. Full support & training will be provided where required, long term there are exciting opportunities for career advancement.

**Contact:**

To apply for this position please download and print off a Premium Group Application form which can be found on our website [www.rollinsonsmith.co.uk](http://www.rollinsonsmith.co.uk), this should be returned to Rollinson Smith, PR House, Hortonwood 30, Telford, Shropshire TF1 7ET. For the attention of Natalie Davis.

**Closing Date:** The closing date for all applications is Friday 12<sup>th</sup> March 2010.

