

Role profile		
Job title	Assistant Insurance Manager	Reference ID: W12896
Location	Harrow	
Reporting to	Group Insurance Manager	

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • Providing Administrative support to the Insurance Manager Knowledge of all types of claims including Liability, Contractors All Risks, Professional Indemnity, Motor, Industrial disease. • Managing existing and new claims. • Liaising with Insurance Broker/Insurers/Loss Adjusters/Solicitors. • Assisting with the annual insurance renewals (general insurance and private health scheme renewals) • Maintaining claims database and other admin related works. • Managing driving license audits/checks for employees • Any other duties as requested by the team.

QUALIFICATIONS / PERSON SPECIFICATION
<ul style="list-style-type: none"> • A good general education, to GCSE or equivalent to include GCSE English and Mathematics qualification • Insurance qualification in CII • Experience in a similar Insurance Administration and management role • Excellent IT skills (including good working knowledge of Word, Excel) • Strong organisational skills • The ability to use your initiative and prioritise your workload • Excellent communication skills, both written and verbal • Must be able to travel to other sites/office (own car) • Insurance background from an insurance company or in-house insurance department ideally within the construction industry • Excellent Telephone manner • Must have confident, professional approach • Must have a flexible attitude to working • An efficient and accurate approach to work with an eye for detail

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Closing date: 13 May 2020

If you are interested, please email your CV with the following reference number W12896 to human.resources@lornestewart.co.uk