

## ROLE PROFILE

<b>Job title</b>	Assistant Insurance Manager	<b>Reference ID:</b> W13066
<b>Location</b>	Head Office – Greenford	
<b>Reporting to</b>	Group Insurance Manager	

## PURPOSE STATEMENT

Providing support to the Insurance Manager and managing all types of claims including Liability, Contractors All Risks, Professional Indemnity, Motor and Industrial disease.

## KEY ACCOUNTABILITIES

- 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

- 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

**Lorne Stewart Plc is an equal opportunities employer.**

**Closing date: 30 July 2021**

**If you are interested, please email your CV with the following reference number W13066 to [recruitment@lornestewart.co.uk](mailto:recruitment@lornestewart.co.uk)**