



## Assistant Account Executive

TBIB is driven by a full team of competent, qualified and motivated people, supported by state of the art systems. This means that we have everything necessary to attend to our clients' needs, cover, claims and security – whether they are an individual or a corporation.

TBIB has always valued expertise and service to our clients as our highest priority, and we believe our clients share this value with us. To support our ongoing growth we wish to employ an Assistant Account Executive.

### What does this role do?

Primarily the Assistant Account Executive provides advice and broking support to our client facing Account Executives for new and existing clients of TBIB, as well as negotiating with underwriters and claims departments on behalf of our clients.

There is a definite expectation the Assistant Account Executive will aim to develop their knowledge and experience in the role to the point that they will become an Account Executive in their own right. TBIB actively supports and promotes the career development of our staff.

### Brief

This function is critical to growth and ongoing momentum of the organisation. The role *must* be undertaken with both the utmost attention to technical excellence, accuracy, and urgency. You will be accountable for your activity, efficiency and results.

### Responsibilities:

- Support the Account Executives to manage their portfolios
- Manage the processes of new business, renewals and endorsements
- Work directly with clients to obtain information about their situation and arrangements
- Professionally execute invoices, manage client and policy information, obtain quotes, calculate premiums, apply policy wordings, and liaise with underwriters
- Develop and maintain a basic technical understanding of relevant classes of insurance and specialist services which we offer to clients
- Provide administrative support on new business and renewal policies
- Managing debtor process and internal reporting
- Ensuring internal databases, broking and workflow systems are up to date
- Managing client enquiries (quotations, cover notes, endorsements, claims)
- Obtain and negotiate renewals from underwriter
- Presenting clients renewal and new business terms
- Provide support and assistance to Claims staff when required

### **Requirements for the role**

- A minimum of 2 years' experience in the broking environment
- Proven experience with domestic products
- Experience with commercial highly desirable
- Tier 2 broking qualification or equivalent is essential, Tier 1 preferred
- Excellent written and verbal communication skills
- Strong customer focus
- Ability to plan workflow, time management and outcomes

### **Summary**

TBIB is committed to the principle that by investing in our people we achieve outcomes for our people, our clients and our organisation. Comprehensive programs and policies are available to help staff develop their careers, learn new skills and explore fresh challenges.

If you want to grow your career and you are prepared to do the work, you will be recognised and rewarded with generous remuneration, a fun, supportive environment and a fulfilling career.

Please send your letter of application and resume to [careers@tbib.com.au](mailto:careers@tbib.com.au).