



## **Assistant Account Executive**

### **Tony Bemrose Insurance Brokers**

We're looking for a client-focused, organised and experienced Account Executive to join our successful/award winning Commercial Broking Team.

Tony Bemrose Insurance Brokers has been growing consistently for 40 years and we pride ourselves on high quality customer service and deep technical insurance knowledge. We provide exceptional service and advice to our clients, enjoy close relationships with our insurer partners and maintain a friendly collaborative environment with our staff and suppliers. TBIB is a well-respected pillar of the Fortitude Valley business community and has many long term clients in our own back yard and across the country.

### **The Role**

Working in our Commercial Broking team you will assist in the management of a significant portfolio of clients as well as assisting the Account Manager with the management of larger accounts.

With clients across a wide range of industries, we are ideally seeking someone who has extensive experience with a range of SME businesses and products. Our Account Executives are crucial to ensuring our clients receive the best service and advice possible, so a key part of your role will be fostering strong ongoing relationships with clients to help them protect and grow their business.

The other main functions of your role include:

- Management and growth of the portfolio
- All aspects of client servicing including quoting, placing, claims management, client database management and insurer liaison
- Financial control and debtor management
- Implementing insurance programs
- Provision of high quality ongoing technical advice to clients
- Identifying and converting new business opportunities
- Managing relationships with key referrers
- A consistently high level of client service and procedural consistency
- Assisting other teams within TBIB if required

If you are currently an excellent Assistant Account Executive and you are committed to taking your career to the next step, this role will be perfect for you.

## **Responsibilities:**

### **General Broking**

- Client liaison and communications with clients and insurers.
- General office and administrative duties.
- Obtain and negotiate renewal terms from underwriter
- Presenting renewal and new business terms
- Provide support and assistance to Claims staff when required
- Process the new business under the direction of the Account Executive.
- Process endorsements to policies in Winbeat
- Consistently upgrade the Offictech system of work completed.
- End of month reporting
- Debtor management

## **Required Skills and Experience**

- Tier 1 Qualification in Insurance Broking is essential (pathways to completing your Diploma will be implemented)
- At least 2 years' experience in SME broking
- Excellent written verbal and communication skills
- Provable organisational skills
- Exceptional customer service and client relationship management
- Broad knowledge of general insurance products
- Ability to work independently and as part of a team
- A willingness to learn, demonstrate initiative and the ability to be flexible in a rapidly growing organisation

## **Employer Of Choice**

TBIB offers fantastic opportunities for growth and development and a competitive salary package is negotiable based on experience and qualifications.

- Incentive bonus programme
- Central location with easy access to public transport, parking, shops, great coffee and restaurants
- Regular participation at industry social events, functions and conferences
- Regular office social events
- Monthly RDO programme
- Charity Days
- Travel Insurance Benefits

- Flair rewards and discounts at major specialist stores
- Ongoing training, mentoring & education
- Career development opportunities
- Fun & friendly working environment
- Travel opportunities

### **How To Apply**

Our people are our greatest asset, so we invest in our team through professional training and hands-on experience and mentoring, ensuring our clients receive the best service, advice and claims support possible.

If you're ready to join a community-minded and award-winning team with a fantastic culture, submit your resume and letter of application today. In your letter tell us why you would make a valuable addition to our team.

Send your letter and resume to [careers@tbib.com.au](mailto:careers@tbib.com.au).

The application process will include these questions:

- Are you legally able to work in Australia?
- How many years' experience do you have as an account executive?
- How many years of insurance broking experience do you have?

Once you've submitted your resume and letter of application we'll be in touch and may invite you for an interview.

***We look forward to hearing from you.***