



## **Administration Assistant – Insurance Broker TBIB ASIA Division**

TBIB is looking for an enthusiastic University graduate or experienced administration assistant with Chinese language skills who wants to start their career in Insurance Broking.

We are family owned General Insurance Brokerage in Fortitude Valley and we've been growing consistently for more than 40 years. We're run by a team of highly experienced, well respected, qualified and motivated people, supported by state of the art systems. This means that we have everything necessary to attend to the needs of our clients and our staff.

We have 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 a Trainee Administrator with a passion for delivering high quality service to join our growing team.

### **The Opportunity:**

Based at our Fortitude Valley corporate office in 757 Ann Street, the role is initially as an administration support officer and represents a great opportunity for a highly motivated experienced administrator or recent graduate who wants the chance to build a rewarding career.

You will provide administrative support to our Asian Division units and to Senior Management. The role will give the opportunity to gain experience in all aspects of insurance broking. Initially the job will involve preparation of correspondence, general office duties, response to client communication and enquiries, maintaining databases and using our broking and document management systems.

Successful execution of this role gives you the option to grow into an Insurance Broker, and build a rewarding career. TBIB provides a range of training and further study opportunities provided at no cost to the employee.

Ideally, the successful candidate would have worked in an administrative role , preferably within a Multi Lingual (English, Cantonese and Mandarin) office environment.

### **The Role**

- Full time position in office, Mon - Fri 8.30m to 5pm
- Administration and reception support
- Debtor management
- Admin support to the Account Executives
- Managing communications with clients
- General office and administrative duties.
- Marketing and communication support
- Database management
- Management of office facilities

## Preferred Skills and Experience

- You have recently graduated from tertiary study in Business, Commerce, Law or Finance or related.
- Strong English skills (verbal and written communication)
- Mandarin and Cantonese language skills
- Ideally 1+ years working as a Client Services Assistant (or similar role) in the financial services sector.
- Ability to demonstrate effective time management skills and accurate attention to detail skills
- Professional presentation and communication skills
- Strong time management and ability to multi-task
- High proficiency with the Microsoft Office suite including Excel

## 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
- Comprehensive training, mentoring & education provided by the employer
- Career development opportunities
- Fun & friendly working environment

## 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?
- Do you have a track record of related study and relevant work experience

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.