



Assistant Account Executive

General Insurance Brokerage

TBIB is looking for a highly motivated client-focused, organised and experienced Assistant Account Executive to join our successful/award winning Insurance Broking Team..

Tony Bemrose Insurance Brokers (TBIB) 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 Broking team, in collaboration with Senior Account Brokers you will assist in the management of a significant portfolio of clients.

This is an in-office full time position. Monday to Friday 8.30am to 5pm.

With clients across a wide range of industries, we are ideally seeking someone who has extensive experience with a range of domestic and SME businesses and products. Our Assistant Account Executives are crucial to ensuring our clients receive the best service and advice possible.

Your role will include:

- Comprehensive internal and external training and mentoring to help you build your career
- Client communications
- Junior processing staff management
- Assisting Account Executives to manage and grow the portfolio
- Assist with all aspects of client servicing including quoting, placing, claims management, client database management and insurer liaison
- Financial control and debtor management
- Implementing insurance programs
- Assisting in the provision of high quality ongoing technical advice to clients
- Managing relationships with sales, claims and broking teams
- Providing consistently high level client service and procedural consistency
- Assisting other teams within TBIB as required

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

Required skills and experience:

- Tier 2 Qualification in Insurance Broking is essential (pathways to completing your Tier 1 and Diploma will be implemented)
- At least 2 years' experience in domestic and SME broking
- Experience with winBEAT, SVU, officetech and sunrise systems preferred
- 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
- 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. 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/assistant 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.