

Insurance Office Assistant needed in Bristol, UK

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Company: Skills Provision

Location: United Kingdom

Category: office-and-administrative-support

Skills Provision is searching for an Insurance Office Assistant for a company in the United Kingdom.

Location: Bristol, United Kingdom

Position: Permanent

Salary

£29,400 p/a

The Role

Policy service and processing

Answering inbound telephone calls

Arranging meetings

Diary organising

Filing

Answering emails

Processing direct mail and parcels

Supporting the whole Team as directed

Requirements

Minimum of 1-year insurance experience required

Strong attention to detail with excellent organisational skills

Has the ability to adapt and to remain flexible during changes to policies/procedures

Has excellent verbal and written communication skills with ability to convey information in an articulate and professional manner

Minimum educational requirement: High School diploma

Fluent in English (written & oral)

Strong IT skills

Committed team player

Hard working attitude

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