



Solomon & Company (St Helena) Plc  
has a vacancy for an

# *Insurance Sales Representative*

Within the Insurance Agency  
Job Outline

To assist in the day to day operations of the department by preparing policy documentation, updating Access Dimensions files and providing an efficient service to customers.

Interested Persons Should:

- Possess Grade C or above in GCSE Maths & English or equivalent
- Be computer literate in the use of Microsoft Applications and ideally Access Dimensions
- Have the ability to multitask, organise workload and meet tight deadlines in a fast-paced environment
  - Have a customer focused approach with excellent frontline customer service skills
    - Have experience in Cash Handling
  - Be analytical with a high degree of accuracy and attention to detail
    - Be target driven and committed to service excellence
  - Be highly organised with excellent interpersonal and communication skills
    - Be able to work independently and use own initiative

Salary will start at **£8,736** per annum, (£728 per month)

For further information,  
including the Company's  
attractive benefits package,  
please contact  
**Tracey Thomas,**  
**Insurance Manager**  
on telephone number: 22860  
or via email address:  
[TraceyT@solomons.co.sh](mailto:TraceyT@solomons.co.sh)

Application forms may be collected  
from Solomons Reception Desk, in  
the Main Office Building, Jamestown  
or alternatively an electronic copy  
can be requested via e-mail  
address: [hadmin@solomons.co.sh](mailto:hadmin@solomons.co.sh)  
and should be completed and  
returned to Mrs Anya Thomas,  
Human Resources Development  
Officer,  
Solomons Office, Jamestown,  
**By 15 November 2022**