



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT: Insurance

POST: Insurance Sales Representative

RESPONSIBLE TO: Deputy Insurance Manager/Insurance Manager

JOB PURPOSE: To assist in the day to day operations of the department by providing an efficient service to the customer, in providing information relating to insurance products and calculating the correct premium; and process payment and policy documentation using Access Dimensions.

JOB OUTLINE:

- To assist customers on St Helena and Ascension Island with information relating to insurance products, completion of application forms, and quoting premiums in relation to the 13 different classes on insurance cover offered by the Agency ensuring all the correct and relevant terms and conditions are applied for each insurance product.
- To collect and process customer identification documents
- To perform cashier duties and produce end of day cash sales reports, ensuring daily cash is taken accurately and secured.
- To produce Cover Notes and Receipts.
- Preparation of Policy documentation.
- To produce invoices for all policy renewals.
- To monitor premium payments through BoSH statements
- Compile information on Service Tax collected for submission to SHG
- Record incoming and outgoing policy documentation.

- Registration of correspondence.
- To assist with the typing of any correspondence.
- Ensuring accurate records are kept and filing system maintained.
- Any other related duties as required by Management.

SPECIAL CONDITIONS:

Out of Hours work as and when required.

PERSON SPECIFICATION:

- Proficiency using IT & competent in using Access Dimensions
- A sound understanding of insurance classes offered by the Agency
- Customer focused and committed to quality and excellence
- Strong analytical skills
- Team working and interpersonal skills
- Excellent communication skills
- Good organisation skills and the ability to multitask
- Target driven with the capability to multitask in a fast-paced environment to achieve deadlines