

# Vacancy

# Insurance Sales Representative



Salary for the post will commence at £9,252 per annum (£771 per month)

Solomon & Company (St Helena) Plc has a vacancy within the Insurance Department for an Insurance Sales Representative.

As the Insurance Sales Representative you will 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.

## Interested Persons Should:

- Have 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

## For further information, including the Company's attractive benefits package contact:

Tracey Thomas, Insurance Manager via  22860  [TraceyT@solomons.co.sh](mailto:TraceyT@solomons.co.sh)

Application forms may be collected from Solomons Main Office Reception, Jamestown or alternatively an electronic copy can be requested via [hradmin@solomons.co.sh](mailto:hradmin@solomons.co.sh) and completed forms should be returned to Anya Thomas, Human Resources Organisation & Development Officer, Solomons Main Office, Jamestown by **05 March 2024**.

## Solomon & Company (St Helena) Plc offers an attractive benefits package to Employees which includes but are not limited to:

- ◆ Pension Contributions
- ◆ Attractive Leave Packages including annual leave, sickness absence leave, maternity/parental leave
- ◆ Staff Discounts