

Insurance Administrator

Fuse Recruitment • All Melbourne VIC



Base pay
\$25 - \$26 / hr



Work type
Part time



Contract type
Contract

Perks

FLEXIBLE HOURS/TIME

FLEXIBLE LOCATION

WORK FROM HOME

FLEXIBLE WORKING HOURS

Skills

CUSTOMER SERVICE

FINANCIAL/INSURANCE

BAIS SYSTEM

Full job description

Who will you be working with?

You'll be working with a boutique insurance broker who provides tailored insurance solutions to a wide array of clients. This team works entirely from home and catches up regularly for meetings and coffees.

What are the benefits?

- Entirely work from home
- Flexibility of hours
- Part time, contract position with the potential to be extended or made permanent
- Café meetings
- Phone and internet reimbursement

What will you be doing?

- Processing insurance quotes, certificates of currency, and renewals

Job details



Date posted
16 May 2022



Expired On
15 Jul 2022



Category
Insurance



Occupation
Insurance Sales & Broking



Base pay
\$25 - \$26 /hr



Contract type
Contract



Work type
Part time



Job mode
Standard business hours



Industry
INSURANCE



Sector
PRIVATE BUSINESS

- Assisting clients with the claims process
- Answering phone queries between 9am - 5pm
- Assisting the other Account Managers with administration

What do you need?

- Tier 2 broking qualification
- Ability to work autonomously
- Experience using BAIS systems preferred, but not essential

For a confidential discussion about this opportunity, please call Sarah Frank on 0412 905 729 or send your application to sfrank@fuserecruitment.com

At Fuse, we specialise in recruitment for the insurance industry and actively source for a broad range of established clients. If you are a broking, underwriting or claims professional looking for your next opportunity, we'd love to hear from you!

If you know someone looking for a job, refer them to us and we'll give you \$500* if we find them a new role!