**Account Executive Group Risk and Healthcare**

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OPR Resourcing are currently engaged with a specialist Employee Benefits company that focus on providing a dedicated and efficient administration of Group Risk and Group Healthcare schemes for corporate companies

Your role provides a professional high quality administration service to all clients, colleagues and other third parties. It's a dynamic role that sees you work collaboratively with your team to achieve desired outcomes.

**Your role:**

* Build relationships which help you provide the best service to your clients; over achieving on their expectations.
* You'll assisting with client requests, queries and general client correspondence; this is where you'll use your superb communication skills.
* Internally you'll work with your wider team to deliver new business quotes, process scheme renewals and even undertake some underwriting tasks. We did mention it was a varied role.
* We're keen to know if you think we could add any improvements to our processes. We want you to take pride in working for a slick and lean business.
* You'll speak to clients on the telephone, ensure records are kept up to date and manage daily tasks with ease; it's your personality and client dedication that we would love to welcome to the team.

**Your Skills, Qualifications and Experience:**

* Previous experience of working for an employee benefits company
* Experienced in handling group risk renewals
* A good standard of general education including Maths and English
* Do you happen to have your CII Group Risk (GR1) and Healthcare (IF7) qualifications? These aren't essential but would really prove useful.
* You can clearly demonstrate a work history within Group Life assurance, Group Income Protection, Group Critical Illness and / or Group Healthcare.
* With excellent organisation skills, the ability to work to tight deadlines whilst managing multiple tasks, you're a confident and accurate self-starter.

**Excellent Benefits to include:**

* Life Insurance
* Income Protection
* 25 days a year
* Private Health Care
* Private Pension

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".