



Job title: Commercial Account Handler
Location: Orpington, Kent
Reports To: Jordan De Saa
Submit Resumes To: jordan@movopartnership.co.uk

SUMMARY:

Movo is seeking an experienced Commercial Account Handler to become a key member of our team managing commercial insurance accounts in various local, national, and international business sectors including, but not limited to: Property, Technology, Manufacturing, and Financial Institutions.

The Commercial Account Handler position is an exceptional opportunity for a career minded individual who wants to make a meaningful contribution within our organisation. The complexity of accounts and innovative service offering fosters both a challenging and rewarding learning environment that will enable one to grow both professionally and financially. Movo's ability to develop and maintain long term business partnerships means that your expertise and interpersonal skills will be recognised and valued both internally and externally.

POSITION DESCRIPTION

The Account Handler will have responsibility for the servicing and quoting of multi faceted risks from our inner network of brokers. The primary focus of this position is building broker relationships while delivering excellent service including coverage and service consultation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in all aspects of servicing and developing new and renewal business
- Serve as an overseer for communication and service with brokers; identify and coordinate appropriate internal value-added resources on a placement basis
- Works collaboratively with Brokers and Support Personnel for the development and delivery of risk summaries, reports, loss analysis/experience information for clients, etc.
- Produces revenue through cross-sales to new and existing clients
- Effectively coordinates with multiple Introducers and team members to accomplish production, retention, and customer service goals
- Develops and maintains positive relationships with insurance company underwriters and representatives to effectively market new and renewal business
- Coordinates the efforts of the Broker and the team offering Support to service brokers efficiently
- Works closely with Broking Manager and wider teams to ensure service, review, and sign off of policies, endorsements, audits, certificates, etc. are performed in a timely and accurate manner

- May handle all aspects of broker relationships on certain accounts
- Mentors staff as required

BUSINESS/PROFESSIONAL REQUIREMENTS:

- Minimum of 5 or more years professional experience in Commercial Insurance
- Proficient in Excel, PowerPoint, and MS Outlook
- Proficient with Acturis is essential
- Professional Qualification preferred (CII, CIC, CRM, etc.)

REQUIRED SKILLS/PERSONAL ATTRIBUTES:

- Excellent time management and organisational skills and the ability to handle pressure
- Detail oriented with strong analytical, problem solving, and negotiation skills
- Strong understanding of professional and industry standards and practices
- Exceptional verbal and written communication and presentation skills
- Solid technical ability to identify, create and present data critical to risk management consultation
- Strong aptitude for interpretation of coverage forms, contractual agreements, and financial statements
- Highly motivated with a strong work ethic; able to work independently and with minimal supervision
- Ability to work collaboratively as a key member of a client team
- Customer service focused, with a high degree of professionalism