

Apprentice Insurance Administrator

Capital Financial Planning Limited trading as Capital Financial is an independent broker providing Life and Pensions services to our clients. Our main customers are individual personal customers but we also deal with Corporate Accounts. The business is growing and we are looking to add to our headcount.

What we are looking for:

We are looking for a candidate with ambition and talent, who is willing to learn and work as part of a team. The opportunity is a three year fixed contract apprentice scheme. The appointee will report directly to the Office Manager and will have a Director as a Mentor, as part of the Solas Apprenticeship Program. This experience will provide exposure to all aspects of our business, allowing you to develop your technical expertise as well as professional skills.

The role will evolve throughout the training program as you continue to gain experience and as well as attaining your academic and professional studies, at the end of the three years, you will be well experienced as an Insurance Administrator.

- Some previous administrative experience is desirable.
- Ability to communicate clearly and effectively both verbally and in writing.
- Strong customer service ethos, with excellent interpersonal skills.
- Ability to work within a team and relate well to other team members.
- Take ownership & accountability for own actions and responsibilities.
- Attention to detail.
- Excellent organisational, I.T. and administration skills

Main Tasks

- The role will include the following:
- Assisting the financial Advisers with the submission of cases to the life office
- General administrative duties
- Document Management Systems and filing updating as required
- Undertaking Occasional project work and other duties that may be assigned to you from time to time
- Assisting the Office Manager in the day to day running of the Insurance office
- Providing support to external clients
- Corresponding with our customers
- Deal with customers/clients on the telephone to exchange information and/or clarify facts.

Benefits

- We are offering a competitive salary
- 20 days holidays per year
- Education and development support

If you can commit to a three year contract of apprenticeship, be self-motivated to study at a BA (Hons) level while working, are a good communicator and proficient in I.T., we would love to hear from you. You do not require insurance experience, but it may be an advantage.

The Apprenticeship Scheme:

While on the programme in addition to gaining on the job insurance experience you will complete the insurance industry professional qualifications APA and QFA as well as a Bachelor of Arts (Honours) in Insurance Practice (Apprenticeship) which is Level 8 on the NFQ awarded by IT Sligo.

We will work with you to enable you to reach your development goals and in return, we expect you to bring the commitment and drive to add significant value to the company.

Qualifications – minimum entry requirements

Mature students – if over 23 years there are no minimum educational requirements
FETAC Level 5 qualification holders

Under 23 – Leaving certificate, minimum of 140 points to include Maths and English/Irish with specific requirements on grades/levels*

More information can be viewed on www.earnandlearn.ie

Interested applicants should ask themselves the following key questions before applying

- Can I commit to a three year contract of apprenticeship?
- Have I the self-motivation to study at a BA (Hons) level and work at the same time?
- Can I be diligent and committed to all aspects of work, training and education?
- Do I have the ability to communicate effectively both with customers and in a team?
- Can I take ownership and accountability for my own actions and responsibilities?

Recruitment Process

Cover letter and CV to hello@capitalfinancial.ie

Application form completion - submitted by 1st August

Interviews to be held on the 8th August

Start date – Start September as agreed