



IHI Healthcare

Empowering Evolution

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Position: Telesales /Sales Administration

Location: Dublin 22

Start Date: July 2017

IHI Healthcare was founded in Dublin in 2010 and is an independent advisory firm whose core business is the provision of Health Insurance Advice. With increasing product and market complexity, the needs for our services have never been greater. Due to unprecedented growth and expansion we require additional sales and administration resources.

The appointee will report directly to the Directors but will have a Mentor as part of the Solas Apprenticeship Program. The candidate must be interested in building a career in the business, have a willingness to learn and become comfortable with speaking with clients. There is a role here for someone who wants to become a specialist in a very niche insurance market with great career opportunities and a pathway to driving their own income, work with some individual consumers and in time, recognised global brands operating in Ireland.

KEY RESPONSIBILITIES & DAY TO DAY TASKS

- Logging and forwarding client referrals to sales staff for sale closure.
- Develop sales skills and getting familiar with the health insurance market legislation
- Getting familiar with marketing strategy, creating and following -up on marketing campaigns.
- Learning about customer retention strategies.
- Support sales staff and Sales Director
- Learning sales strategy in alignment with overall business goals and sales strategy.
- Other responsibilities as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum 2 honours (higher level) in Leaving Cert
- 4 additional passes including English/Irish and Maths
- No maximum age limit, but for those over 23 on 1 January of the year of entry, interviews and other selection tools may be used to assess eligibility, replacing Leaving Cert entry requirements
- Be able to commit to a 3 year contract of apprenticeship.



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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication skills. Sales skills are a bonus.
- Expert telephony skills.
- Strong negotiation, influencing and interpersonal skills.
- A high calibre professional individual with scope to become competent at delivering pitches at all levels.
- Experience in employee benefits/insurance is a bonus.
- Candidate should be a self-starter, motivated with the ability to integrate with cross-functional teams.
- High proficiency in MS Office Suite, working with in-house systems and databases.
- Excellent organisational skills required to manage a busy schedule and ensure superior standard of customer service and account management.

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?

Enquiries by email please to info@irishhealthinsurance.ie , with a full CV.

Thank You.