



Current Vacancies

Role:	Commercial Broker
Branch:	Hawkes Bay
Location:	Napier
Posted:	February 2010

Purpose

To provide advice, service, management, and general insurance assistance to clients. To retain and grow clients insurance portfolios. To generate revenue by matching client requirements to insurer terms.

Key Accountabilities

General

To build a full knowledge and understanding of our client's business and develop your own commercial acumen to be able to recommend appropriate solutions including insurance covers.

To actively work to maintain market awareness and develop insurance knowledge through continuing education.

Deliver prompt service to meet clients' ever changing expectations.

To use sound planning and organisation to manage all aspects of portfolio management including, follow-up dates, re-marketing, renewals etc.

Existing client portfolios

Reviewing

To review clients on an annual basis and record findings. Either by phone or face to face.

To grow existing client portfolios by identifying and acting on opportunities for growth (use the unique relationship and knowledge of client's business to achieve this)

To place appropriate cover on time including renewal of client portfolios in accordance with required standards.

To arrange risk consulting services for our existing clients as needed.

Remarket

To remarket clients portfolios or selected components at renewal as required.

To prepare complete insurers submissions in order to obtain the best terms available, fully manage the process and present the findings in writing to the client.

New Business Development

To develop new clients through effective use of networks and own research. Use market knowledge to 'pitch' for new business. (for example when a potential commercial client is reviewing their insurance.)

To manage a clients portfolio and to be aware of circumstances where there is to be a business sale or business closure.

Other Responsibilities

Ensure premiums are collected promptly.

Work in well with broker support team, claims and accounts personnel.

Work in line with internal procedures, practices and technology driven initiatives to streamline workflow and standardise processes for maximum efficiency. Adopt 'best practice' servicing models and process models as these are developed and introduced.

Measure and report on achievement of client service through 'client questionnaire' and other survey measures as appropriate.

Actively contribute to the direction of Rothburys and support the strategic direction and any new initiatives.

Transfer skills and mentor broker support team as part of our succession plan.

Achieve annual/monthly performance targets. Targets are set, and regularly reviewed, in conjunction with the Branch Manager.

Meet reporting requirements on time and in requested format.

To apply please forward a CV to Christine Morris-Eyton

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