



Boughton Leigh House  
Brownsover Road  
RUGBY  
CV21 1AW

## **Renewals Administration Clerk (Let Property)**

### **About : The Company**

CIA Insurance is an independent insurance intermediary who has established an exceptional reputation based on 20+ years of experience. We pride ourselves on delivering an unrivalled service to our customers thanks to the dedication of our experienced and knowledgeable staff. CIA Insurance currently services customers throughout the UK on a range of insurance policies and is now considered one of the top Landlord Insurance Brokers in the UK.

### **About: The Role**

The Renewals Administration team is responsible for ensuring that our existing landlord clients received their renewal quotes in a timely fashion. Through using information provided for the previous year's policy, you will process a renewal quote using the inhouse system. You will also pay close attention to any changes in policy details to ensure you are calculating the most accurate premium for the client's needs before processing and sending the documentation to the client. You will be working in a busy environment where accuracy, speed and attention to detail is key, ensuring that you are hitting your daily targets and goals.

If successful, you will be working within a friendly team of 10, reporting to the Renewals Administration Manager. The management team at CIA Insurance pride themselves at being present and available at all times, encouraging everyone to ask questions when they are not sure and to achieve their targets and goals.

Your day-to-day will include:

- Issuing renewal notifications to clients via email
- Updating client database with renewal prices
- Calculating renewal prices from an in-house spreadsheet or insurer website
- Use of personal diary to follow up on renewal notifications
- Using a bespoke Databased (SSP) and CRM system

### **Skills Needed**

- \_\_\_Patience and calmness under pressure
- \_\_\_Attention to detail/ accuracy
- \_\_\_High level of organisation
- \_\_\_Computer literacy (especially with Excel and Word)
- \_\_\_Ability to work to targets and deadlines
- \_\_\_Ability to work alone and as part of a team

Sales: 01788 818 670  
Renewals: 01788 818 781  
Customer Services: 01788 818 600  
Commercial Sales: 01788 818 733  
info@cia-insurance.co.uk  
www.cia-insurance.co.uk



Boughton Leigh House  
Brownsover Road  
RUGBY  
CV21 1AW

**About : Training/ Experience**

The role would suit someone looking to begin a career within an office, therefore previous experience is not necessary. All training is provided from day one, all you need is an attention for detail and computer literacy.

**Location**

Boughton Leigh House, Brownsover Road, Rugby, Warwickshire, CV21 1AW

**Hours**

Monday – Friday                      9:00am – 6:00pm

**Salary**

£19,760.00