

Base details

Title	Insurance Administrator
Job Type	Permanent
Job Hours	Full-time

Job description

Unity Mutual is the financial services brand of The Oddfellows, one of the largest and oldest non-for-profit friendly societies in the UK, and, due to expansion, we are looking to recruit an additional Insurance Administrator to join our team in Liverpool.

The Company

Unity Mutual is part of an organisation which has over 300,000 policyholders and members with assets under management of over £500m and a network of 121 Branches throughout the UK. Unity Mutual transacts savings and investment business on a non-advised basis and through its website and administers life, pensions, sickness and unit linked business from its offices in Liverpool and Manchester.

The Role

As Insurance Administrator you will provide an excellent service to our Child Trust Fund and ISA customers in administering their policies in accordance with the regulatory requirements and our own customer service standards.

The Person

As an Insurance Administrator you must have previous administrative experience working in financial services in a customer service role. You must be flexible in your approach to the duties of this job as you will be part of a small team and you will be / have:

- Financial services experience.
- The ability to absorb information and learn quickly.
- Educated to A level standard or equivalent.
- Excellent verbal and written communication skills.
- Excellent telephone manner.
- Good numerical skills.
- Excellent organisational and prioritisation skills with the ability to handle multiple tasks, work to tight deadlines and stay focused under pressure.

- Excellent knowledge of Microsoft Office packages including Word, Excel and Outlook.
- The ability to type accurately and quickly.
- Excellent interpersonal skills and be able to manage their own time.
- Well organised with the ability to pay attention to detail.
- Be able to work within a team and on own initiative with good financial knowledge.

Hours & Rewards

As Insurance Administrator you will receive a salary of circa £19,000 per annum, dependent upon experience. Please note that this is a full-time permanent position and the working hours are 09.00 to 17.00, Monday to Thursday and 09.00 to 16.00 Friday.

How to Apply

You must have eligibility to work in the UK. Please note, only suitable applicants will be contacted. If your address and contact details are not on your CV, you will not be considered.

We look forward to hearing from you!