

Business Support Associates x 2.

Questor Insurance is a boutique insurance broker which is authorised and regulated by the Financial Services Authority. Questor designs and deploys insurance products through the Internet. As part of supporting our clients whilst on the web site and to carry out day-to-day administration, Questor is recruiting 2 business support staff.

Main Duties

- Interacting with Clients through our real time text chat application
 - This includes initiating conversations
- Answering queries raised
 - Email
 - Telephone
 - Letter
- Handling mid-term alterations
- Dealing with payment queries
- Renewals

Hours of Work, Location etc.

- These positions are home based
- 37.5 hours per week
- Will consider part time working and flexible hours

Salary & Benefits

- Salary will be based upon your experience but is not expected to be less than £16,500 per annum
- Questor has a range of benefits available to staff once they have completed one year's service.

Person requirement

- Ideally you will have general insurance experience
- You must be committed and self disciplined
- Posses the ability to communicate with clients in real time accurately and professionally
- You will have at least 5 GCSE or equivalent

Questor welcomes applications from all sections of the community regardless of age, race, religion and sexual orientation.

If this position is of interest please download and complete our application form and email to recruitment@questor-insurance.co.uk .