

## Protection Administrator

BQI Protection are pleased to announce a new and exciting opportunity to join one of the UK's Top 100 Independent Insurance brokers as a Protection Administrator, based in our Wellingborough office.

### About the role

This opportunity offers the right candidate the chance to build, develop and grow a successful career within a proactive and newly established team.

Here's what you'd be doing:

- Processing initial enquiries from new customers
- Completing online life applications
- Completing trust documentation
- Supporting and assisting the Protection Advisers
- Talking to customers over the phone and email
- Getting involved in general office administration

### About you

To be successful you'll need to have previous administration experience, along with;

- Minimum of one year's customer service experience
- GCSEs in Maths and English up to (c) or level (6)
- Confidence talking to a range of people
- Strong communication skills both written and, on the phone,
- Great computer skills across several programs such as Outlook, Excel and Word
- A positive, can-do attitude, someone who prides themselves on their reliability

### About BQI Protection

BQI Protection is an independent life & health insurance broker who specialises in the business sector. We deliver bespoke solutions in a holistic manner always finding the most tax efficient ways for owners to pay for the premiums.

Our clients benefit from our extensive market knowledge, technical experience, and relationships with key underwriters, coupled with excellent levels of service and pro-active file management.

The overall group has around 60 employees across three offices; Wellingborough, Perth and London. The reason for its success is the people who work within the business. Each of which are treated like family and there's an environment to reflect this.

**Location:** Wellingborough, Northamptonshire NN8 1BL

**Job type:** Full Time, Permanent, 09:00 to 17:00

**Salary:** £18,000 to £23,000pa, dependant on experience

### What we offer

You'd be joining a highly reputable and growing company who have a real passion for delivering a first-class service to their customers. You will be joining a growing team with high energy and drive, in a supportive environment with a real focus on developing people, plus we also give our people:

- Funding towards professional qualifications
- 25 days holiday
- 50% payment towards your fitness membership
- Private healthcare
- Opportunity to progress within the business
- Loads more flexible benefits that you can tailor to suit your lifestyle