

# Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/personal-lines-account-handler/>

## Personal Lines Account Handler

### Description

Bee Happy Recruitment is seeking a skilled Personal Lines Account Handler to join a well-established independent insurance intermediary based in Sussex. Our client specializes in providing a wide range of commercial and personal insurance services. The company is committed to delivering high-quality insurance solutions tailored to meet the unique needs and expectations of its clients.

#### Role Overview:

As a Personal Lines Account Handler, you will be responsible for managing insurance renewals, providing excellent customer service, and overseeing client accounts. This is a dynamic role within the insurance brokerage sector, where you will interact with clients, insurers, and internal teams to ensure smooth account management and the highest level of service delivery.

#### Key Responsibilities:

- Handling and managing insurance renewals for personal lines clients
- Providing exceptional customer service and maintaining strong relationships with clients
- Managing client accounts effectively, ensuring all needs are met
- Liaising with insurers and internal teams to resolve any issues or inquiries
- Maintaining accurate records and documentation for all accounts
- Advising clients on appropriate coverage and policy options

#### Key Requirements:

- Experience in handling insurance renewals and managing accounts
- Proven customer service expertise, with the ability to build strong client relationships
- Strong knowledge of insurance practices and industry standards
- Previous experience in an insurance brokerage or a similar role
- Excellent communication and interpersonal skills
- Strong organizational skills with great attention to detail
- Ability to work effectively as part of a team

Relevant insurance qualifications or equivalent professional training is advantageous.

Please apply with your cv Below and we will call you to discuss in further detail

Karly@beehappyrecruitment.co.uk

Karly 07564244851

or

Jamie@beehappyrecruitment.co.uk

### Hiring organization

Bee Happy Recruitment

### Employment Type

Full-time

### Duration of employment

Permanent

### Job Location

Bognor Regis

### Working Hours

Monday – Friday 9am-5pm

### Base Salary

£ 28,000 - £ 35,0000

### Date posted

January 14, 2025