

# INSURANCE BROKER APPRENTICE



## Hiring Now!

Our Insurance Broker apprenticeship is an 18 month programme provided by Aviva Insurance. You will complete the level 3 Insurance Practitioner qualification. This is a great opportunity to join a growing independent broker, who will support you with other industry qualifications alongside your apprenticeship. This role will include:

- Broking a range of insurance policies and negotiating with insurers
- Helping to identify cross-selling opportunities and potential gaps in client cover
- Answering client queries via email and phone
- Issuing policy documentation in a timely and accurate way
- Maintaining good working relationships both internally and externally
- Assisting with credit control

## Requirements

- Minimum of 5 GCSEs (or equivalent) at grade 4 or above, including Maths and English
- Minimum of 2 A Levels (or equivalent) at grade C or above
- Enthusiasm and willingness to learn
- Ability to demonstrate initiative
- Good interpersonal and communication skills
- The ability to work in a team and build strong working relationships
- Excellent organisational skills



### Apply Here

[www.hayesparsons.co.uk/apprenticeships](http://www.hayesparsons.co.uk/apprenticeships)



### More Information

[jobs@hayesparsons.co.uk](mailto:jobs@hayesparsons.co.uk)

## About The Role

Our apprenticeship will provide you with an introduction to the insurance industry and also allow you to gain valuable customer service experience. The apprenticeship will consist of two 9-month periods in our commercial broking department and our claims department.

Whilst working in the commercial broking department, you will work mainly with smaller, commercial clients but you will also be able to get some experience of our specialist areas including Education, Marine, Life Science & Biomedical and Property.

Whilst working in the claims department, you will be part of a smaller team of three and will be involved in managing claims from start through to settlement. You will be dealing with existing clients at what can be quite a stressful time and so you will need to be providing assistance in a prompt and considerate manner as well as co-ordinating with insurers.

You will be based in Bristol city centre, occasional travel to other offices may be required.

## Training

With the support of Aviva Insurance & Davies Learning Solutions, you will complete the Level 3 Insurance Practitioner apprenticeship qualification. You will also have the opportunity to complete the Level 3 Certificate in Insurance from the Chartered Insurance Institute (CII).

The apprenticeship will be delivered through coaching sessions which will be a mix of face to face and online learning along with CII training workshops and one-to-one sessions with your trainer.

You will also have face to face workshops with Aviva to help your personal development in areas such as:

- Personal effectiveness
- Time management
- Delivering exceptional customer service
- Effective communication
- Influencing skills
- Relationship management

You will also be supported by your team and receive on the job training and coaching from Hayes Parsons to complement your studies.