



About the Company

iCare Insurance Brokers was established as a response to the recent upsurge in consolidation within the Insurance Broking sector in Ireland. Our purpose is to inspire loyalty through personal relationships.

The company has substantial growth ambitions and offers a great opportunity for a new industry entrant to gain invaluable experience and exposure. The environment provides a unique opportunity for an individual to learn the business from an industry-leading management team in a close working environment.

Our team has been carefully selected to bring a personal service to the community.

We are a values-based organisation, the relationship which our team members have with clients is central to all that we do, we are passionate about understanding their business and believe that our client's renewal is just another day in our relationship. Our aim is to inspire loyalty through building meaningful relationships with our employees, clients, and insurer partners.

We are exceptionally lucky to have the team we have; we value their expertise and loyalty to clients. As part of our new way of doing things, we have carefully crafted our rewards and benefits to reflect a new approach to work.

We support your career aspirations and understand that at different times in your career you may need to scale that up or down. We work on a hybrid working arrangement whereby you can work from home or the office. We value continuous development and will support you in advancing your studies.

Benefits of Working with iCare Brokers:

- We are a small company which will allow us to focus on building your career with you
- Hybrid Work
- Career Progression Opportunities
- Pension Scheme
- Bonus Structure
- Flexible Holiday Allowance
- Education and Development Support including Study Leave
- Employee Assistance Programme

Due to the hard work and commitment of our employees, we are experiencing rapid growth and looking to add to our team.

If you are interested in any of the roles below or you would like to be kept in mind for future opportunities drop us an email with your CV to hello@icarebrokers.ie

Keep in touch: t: 090 6492664 e: hello@icarebrokers.ie w: www.icarebrokers.ie

Brendan J Kelly Brokers Limited

Athlone: 11 Bastion Street, Athlone,
Co. Westmeath, N37 Y281

Wexford: Unit 11, Westpoint Business Park,
Whitemill Industrial Estate,
Whitemill Road, Wexford, Y35 F8CY

Registered Office

11 Bastion Street,
Athlone,
Co. Westmeath,
N37 Y281,
Ireland

Directors

Brian Cullen (Director) Ray Kennedy (Director)
Ciara Wright (Director) Ray Murphy (Director)
Gary Owens (Director) Sharyn Doyle (Director)
Joseph R. Sweeney (Director) Cooltara Trustees Limited (Company Secretary)

Commercial Client Administrator

An exciting opportunity to support our Commercial Team across our brokerage.

Potential for development into managing your own book of business dependent upon business needs.

If you are interested in a new approach, are ambitious, and want to be rewarded well for your achievements then get in touch.

Key Responsibilities (including but not limited to)

- Providing the best support to your team members
 - Issuing and following up on submissions to insurance carriers
 - Policy documentation follow-up with clients
 - Premium finance documentation follow-up with clients
 - Aged debtors follow up with clients
- Keep detailed records and complete administrative tasks such as paperwork and correspondence
- Provide day-to-day operational support
- Build and maintain ongoing client relationships
- Develop relationships with the underwriters within insurance carriers & MGA's
- Keep up with changes within both the insurance market and our client's industries
- Maintaining high level of compliance and data security at all times

Personal Profile:

- Focused and diligent
- Effective communicator (in both written and verbal form)
- Team player
- Able to take direction
- Able to take feedback positively
- Commitment to customers
- Ownership & accountability for own actions and responsibilities
- Attention to detail and effective time management skills
- Ability to manage own workload
- Strong relationship-building skills
- Aptitude to make real-time decisions based on changing information
- Problem-solving abilities

There is an excellent salary, holiday and benefits package available to the successful candidate as well as plenty of potential to grow your career within a supportive, fun and successful environment.

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