



ABBeyaUTOLINE JOB SPECIFICATION

AbbeyAutoline Insurance Brokers is part of Prestige Holdings, which also includes, Prestige Underwriting Services, Prestige Underwriting Services (Ireland), Customer Claims Assist, Covernet, Octane and Reliable Cars.

Your Job Title: Trainee Sales Advisor

You'll Report To: Personal Lines Branch Manager

Location : Nationwide

What you'll be doing

As a Trainee Personal Lines Sales Advisor, you will undergo a comprehensive training programme to enable you to provide knowledgeable and expert advice on our range of Personal Lines Insurance products, selling and cross selling these tailored products within company set targets.

You will assist all new and existing customers with their queries to include new business, mid-term adjustments and looking after renewals.

Your responsibilities

- Providing expert and prompt advice to new and existing customers regarding their insurance needs.
- Provision of quotations and setting up new policies.
- Maximising all sales opportunities to identify any additional covers customers may benefit from.
- Identifying and following up on prospects quickly and professionally.
- Effectively and competently handle policy adjustments, renewals and any other queries which may arise.
- Handle customer complaints in accordance with company procedures, calmly and with empathy.
- Achieving personal monthly targets whilst maintaining acceptable standards of work and quality.
- Adhering to FCA regulations and requirements.
- Being a corporate ambassador by always presenting a professional image.

Your role at a glance

- This is a heavily customer focused sales role with the provision of exceptional customer service at the heart of everything you do.
- You will be working towards individual, and company set monthly targets, whilst adhering to the Company core values of accountability, excellence, trustworthiness and teamwork.

What's in it for me?

- A generous salary and incentive structure
- Continuous learning and development via our Learning Academy and opportunities to gain professional insurance qualifications
- Initially you will be placed on a 12-month Traineeship Contract with a permanent Contract issued on successful completion of the training programme.
- Hours of work; 36 ½ hours per week (flexible work patterns will be considered).
- Annual leave commences on 20 days (including holidays), with additional annual leave accruing based on length of service.
- Company Pension Scheme.
- Life Assurance.
- Private Medical Insurance.
- Employee Assistance Programme (EAP).
- Eyecare Scheme.
- Staff Insurance discounts.

Who we're looking for: **Trainee Sales Advisor**

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▪ 5 GCSE's, grades C or above (including Maths & English), or equivalent.	<ul style="list-style-type: none">▪ 2 A Level passes grades C or above or equivalent.
Experience	<ul style="list-style-type: none">▪ Previous sales and/or customer service experience.▪ Computer literate	
Competencies	<ul style="list-style-type: none">▪ Good team player.▪ Negotiation and influencing skills.▪ Planning, organisational and time management skills.▪ Problem solver.▪ Effective communicator and listener.▪ Ability to work within a target driven environment.	

The company have the right to increase the essential criteria where a large number of candidates meet both the essential and desirable criteria.

TO APPLY, PLEASE CLICK LINK BELOW:

[CLICK HERE TO APPLY](#)

OR FOR FURTHER DETAILS CONTACT:

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