**Apprentice Administrator (London EC3M)**

**REF: CS2**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £14,000 a year**

**Working week - Monday - Friday between 8:30am - 5.00pm (40 hours a week)**

**We are a vibrant and ambitious company looking for a like-minded, hardworking, reliable individual to join our team as an apprentice, and grow with us. With a willingness to learn various aspects of insurance. The role will include data entry, making and receiving calls, emails, general admin duties and assisting with the team.**

**What will the apprentice be doing?**

**The role will involve:**

* Manage daily tasks to chase Insurers for policy documentation whether New Business, Renewal or Mid Term Adjustment Documents are required.
* Issue Pre-Renewal Invitations to Brokers 8 weeks before renewal date.
* New business logging of enquiries.
* Sanction checks for all new clients.
* Check policy documentation from Insurers for accuracy and send to clients once received.
* Chase Insurers for new and renewal quotations via telephone to ensure full marketing has been carried out in good time.
* Instruct Insurers to proceed with quotations once terms agreed.
* Liaison with Accounts Manager to manage a Monthly Debt Task and call clients who have not paid premiums within agreed payment terms.
* Assist Account Handlers with any general administration as and when required.

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

Full-time position within the organisation. We are looking for an individual that can progress with the company and show a desire and willingness to have a career within our industry and be interested in studying for the industry qualifications.

**Desired skills and personal qualities**

* Attention to detail
* Team working
* Punctual
* Willingness to learn
* Organised
* Confident
* Ability to work alone
* Good telephone manner
* Good level of spoken English

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) ESSENTIAL
* GCSE or equivalent Maths (Grade A\*- C or 4-9) ESSENTIAL

**About the employer**

Commercial Insurance Broker, changing the way UK businesses transact insurance, Confidential Solutions help UK businesses get a better result from the Insurance Market. This is achieved by taking a strong contrarian stance to the traditional review process used by UK businesses. This process is called The Confidential Review. Confidential Solutions was founded to do one thing: Help UK businesses get a better result from the insurance market. We do this by taking a strong contrarian stance to the traditional review process used by UK businesses. Everything in our business model and infrastructure is set up specifically to support The Confidential Review: a review process designed to secure quality insurance cover at a price below market rate.

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