



SMITHGREENFIELD

INSURANCE...*simple and secure*

Established in 1996 Smith Greenfield Services Plc is one of the leading specialist High Net Worth insurance brokers in the South East. Based in prestigious offices in Croydon we deliver a first class service to our all our clients and have an exceptional reputation in the marketplace. The company is growing rapidly and we currently have the following vacancies available:

HIGH NET WORTH ACCOUNT HANDLER - Excellent Package dependent on experience

This is a great opportunity for an individual with personal lines experience to join a fast growing and dynamic company. Ideally the candidate will have experience dealing with High Net Worth private clients, although this is not essential as full training will be provided. The role will include dealing with existing and new clients and catering for their insurance needs on a day to day basis.

The candidate will have personal lines experience, a confident and enthusiastic approach as well as excellent customer service skills.

COMMERCIAL ACCOUNT HANDLER - Excellent Package

This is an exciting new role catering for the Commercial needs of our High Net Worth private clients. The successful candidate will have a great opportunity to head a fast growing division of the company as we continue our rapid expansion plans. The role will involve dealing with new business enquires as well as handling our existing books of commercial business. As the Commercial division grows, the individual will need the skills to manage and develop their own team of Commercial Account handlers.

The successful candidate will have initiative, a sound background and knowledge of commercial and SME risks as well as the drive and ambition to grow the business.

OFFICE ADMINISTRATOR - Full / Part Time - Negotiable

We are looking to employ an individual on either a full or part time basis to look after and assist with office administration. The role involves dealing with post and administration as well as answering calls.

This role would suit a candidate who wants entry to the insurance industry or an individual who is looking for a part time position. Organisational skills and a good telephone manner are essential.

OFFICE RECEPTIONIST / ADMINISTRATOR

We are looking to find a bright, confident and articulate receptionist who will also be involved in day to day administration at our prestigious head office in Croydon. SmithGreenfield is a fast growing specialist insurance broker which caters for the insurance needs of wealthy private clients.

A typical day would involve handling telephone calls, dealing with the post and stationary as well as meeting and greeting visitors to the office.

A polished telephone manner and initiative are needed for this varied role. In return we will provide an excellent package which includes healthcare, bonus and pension.

We are an established company with great plans for the future in which the right candidate will play an important role.

For further details, please contact Matthew Martin for a confidential discussion on 020 8263 6237 or email your details and CV to: matthew@smithgreenfield.co.uk