



Assistant Account Broker

An excellent entry level opportunity for an enthusiastic individual to join as an Assistant Account Broker and be part of one of the largest privately owned insurance groups in Australia. This position would suit a recent graduate or someone looking to launch their career within Insurance. We are looking for someone who has an eye for detail, accuracy in their work, and a positive forward-thinking attitude.

Working within our Commercial Insurance is a busy high-volume role. We need someone who thinks on their feet, can work quickly with accuracy and efficiency.

You will have the opportunity to learn from our fantastic team, develop a broad set of broking skills and the opportunity for a successful broking career path within Gow-Gates.

Your key duties include:

- Assisting in the processing of renewal documentation
- Responding to inquiries from clients, insurers, and other relevant parties
- Providing a high level of support through general administration
- Ensuring the internal database is accurate and up to date
- Assisting team with management of debtors
- Ensuring correspondence and reports are accurate, compliant, and prepared in accordance with internal procedures.
- Documentation production
- Invoicing and Debtor management.

To succeed in this role, you will be organised, have a strong communication skill – written and verbal, proficient numeracy skills, and a high attention to accuracy, the ability to work in a team environment as well as autonomously and working knowledge of Microsoft Office including Word, Excel, Outlook and PowerPoint.

Established in 1963, we are one of the largest Australian-owned insurance broking firms, we are willing to challenge the status quo to bring value to our clients. When there is a problem to be solved, we'll negotiate cover others cannot – helping us achieve many firsts in our industry. Our risk consultants are known for their objective thinking, deep insurance knowledge, industry relationships and unrivalled personal service. And we're trusted by many of Australia's leading brands and businesses – as well as multinationals.

With consistent growth within the Gow-Gates Group, we pride ourselves on our supportive workplace and we invest in your success. Our people are our greatest asset, and we provide a health and wellbeing program, an excellent training platform and a knowledge learning centre for personal and professional development.

Benefits

Gow-Gates offers fantastic opportunities for growth and development and a competitive salary

Package is negotiable based on experience and qualifications.

- Flexible working arrangements are available
- Tier 1 Insurance Broking Qualification is required and paid by the company. In addition, we strongly encourage the Diploma in Insurance Broking and/or Risk Management, also with financial support
- Access to our Australian Institute of Management course program
- Technical insurance training, with in-house and select market experts
- Employee Assistance Program and wellbeing support.

If you are ambitious, passionate and possess the skills we are looking for please apply below or contact Katy Hunt khunt@gowgates.com.au or 0404 045 884.

Gow-Gates does not accept any unsolicited resume referrals from Recruitment Agencies and will not pay any placement fees relating to such unsolicited resume referrals.