



Account Executive

Established in 1963, Gow-Gates is one of Australia's largest and leading privately owned Insurance Brokers and Financial Services providers. We work with businesses and individuals across a diverse range of sectors, and our clients choose to partner with us because of our extensive experience, expertise, knowledge, innovation, and proactive approach.

We are looking for an Account Executive based in either Sydney, Melbourne or Brisbane to join our Team and be part of one of the largest privately owned insurance groups in Australia.

Responsibilities

- Working with senior brokers in supporting a portfolio of clients;
- Receiving incoming calls from clients and prospects;
- All aspects of team processing, including invoices, endorsements, new business, renewals and cancellations;
- Management of outstanding debtors and premium funding arrangement;
- Ensure a high level of customer service is maintained whilst applying Gow-Gates' client principles, ensuring client satisfaction and retention levels;
- Maintain regulatory, compliance and education standards

About you

- Proactive and positive attitude with the desire to learn
- Ability to multitask and communicate with many stakeholders
- Strong organisational and administrative skills
- 2 years broking experience
- Tier 1 in Insurance Broking

Benefits

- Package commensurate with experience;
- Encouragement toward diploma in Insurance Broking and/or Risk Management, with financial support;
- Access to our Australian Institute of Management course program and support towards other further education
- Technical insurance training, with in-house and select market experts;
- Employee Assistance Program