

INSURANCE ADMINISTRATOR



An eye for detail and a heart for caring?
Bring your whole self to work with us!

SDL Property Management

Fareham

What we do

SDL delivers national coverage across the board, in surveying, mortgage services, auctions, property management, lettings and estate agency. In all areas, our revolutionary spirit has the customer at its heart. Within Property Management we provide estate, leaseholder and commercial property management services as well as private rental and build-to-rent services and a unique franchise scheme for property management. Never afraid to do things differently, we are constantly evolving our services in response to customer needs and market opportunities, introducing improvements and innovations that are helping to shape the future of our industry.

What we care about

Revolutionising our customers' experience is what drives us each and every day at SDL. We thrive on shaking up the industry and doing what it takes to make customers' lives easier and better. Because they deserve more, and we want to be the ones to wow them.

We believe our greatest asset is our people and by empowering them to make a difference our people can become the best they can be.

Your life as An Insurance Administrator

As an insurance administrator you will be professional in working to ensure the properties under SDL's management have proper insurance coverage. You'll be a highly organised team player, working hard to keep the insurance policies updated and compliant.

Love OUR
CUSTOMERS

DARE TO BE
DIFFERENT

MAKE IT
BETTER

You will report in to the Managing Director of SDL Property Management. You will act as a liaison between SDL property managers, client contact and insurance brokers for the arrangement of insurance renewals and quotations, revaluations and assisting in claims processing/handling on behalf of the management clients' and their lessees/tenants.

It will be your responsibility to maintain and update the insurance portfolio database & claims database. To liaise with the property manager for confirmation of client contact. To ensure that each client contact and property manager is notified of sums insured and any changes proposed thereto. To forward information of other insurance products available to clients.

Who we're looking for

We want to find a diplomatic and detail-oriented self-starter who takes pride in their work and who has:

- A good standard of education with strong numeracy and literacy skills
- The ability to communicate clearly both verbally and in writing, enabling effective working relationships
- A real eye for detail and dedication to accuracy
- Experience of working effectively in a fast-paced office
- The self-motivation to get things done and the initiative to get things fixed
- A willingness to learn and develop their skills and knowledge
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening

How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send recruitment@sdlgroup.co.uk

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