

You'll Enjoy Our Company



Assistant Broker

If you are an enthusiastic, self-motivated individual who thrives on variety and wants the opportunity to enhance your expertise, then you are a good fit for supporting the Argus Group's goals of diversification and growth. As a part of the Centurion Division your role will include:

Core responsibilities:

- Liaise with clients to obtain completed accident reports and update claim spread sheets
- Assist with the renewal process for broking clients
- Assist with the client premium process to ensure timely settlement of accounts locally and overseas
- Develop in-depth knowledge of clients' insurances
- Provide advice to clients on a broad range of insurance contracts
- Assist in maintaining fully documented client files

Qualifications and experience required:

- Minimum of five years' work experience in the insurance industry. Experience in the broking industry would be an asset
- CPCU, ACII or working towards such designation, or similar formal training in insurance
- A detailed knowledge of Property and Accident insurances
- Computer literate with excellent desktop applications, especially Microsoft Word, Excel and Outlook
- Working knowledge of the local and international insurance markets
- Possess excellent organizational skills, be able to set own priorities and work with minimal supervision
- Possess maturity, integrity, and professionalism in the handling of confidential information
- Strong written and oral communication skills
- Proven ability to work well under pressure in a team environment to meet deadlines

Closing Date: Wednesday May 21, 2014

**Send your resumé to: Human Resources Department,
The Argus Group, 14 Wesley Street, Hamilton, HM 11 or,
The Argus Group, P. O. Box HM 1064, Hamilton HM EX
tel: 295-2021 • fax: (441) 292-6763 • email: resume@argus.bm • www.argus.bm**

Argus strives to provide complete customer satisfaction by recruiting, developing and retaining the very best people who are committed to offering our customers exceptional service. Argus is an equal opportunity employer.