



Online Support Executive – Insurance Industry (Norwich City Centre)

We're hiring!

Are you a graduate or college leaver looking for a first business role or are you already working and looking to increase your work experience and knowledge? Do you want to have day to day contact with lawyers and insurance brokers? Can you help play an essential role in the home buying process? If so, Stewart Title Limited can offer you the opportunity to join our growing Norwich office as an **Online Support Executive**.

About Stewart Title Limited

Stewart Title Limited is a general insurer offering title insurance policies from our offices in the UK and Europe.

At Stewart, you'll work for a company invested in your success that respects your abilities and contributions while providing opportunities for you to flourish. We want to be a partner in helping you achieve success in your career. We value your efforts and work to contribute to your future - which helps you make a difference, both personally and professionally

We are committed to working in an environment where talented people can flourish regardless of their gender, marital status, ethnic origin, nationality, age, background, disability, sexual orientation or beliefs. We support personal and professional development

About the Role

As an Online Support Executive, some of your key responsibilities will involve:

- Acting in a client facing role using our market leading system **Stewart Online Solution** to provide clients with quotes and seeing the quote process through to issue.
- Being the first point of contact on the telephone and by email for all users of the system
- Assisting our Underwriters with more difficult quotes for clients
- Providing system training and demonstrations to users
- Running client sign up and updating of registration details
- Working with our technical and underwriting teams to meet clients service demands

About you

We encourage applications from:

- Graduates or college leavers looking for their first role within a business to business environment
- People with experience of handling support calls in a professional business environment and who possess a good telephone manner
- Those with administration experience or PA/Secretarial experience within the insurance, financial or legal sector

Skills & Requirements

- Strong communication skills
- Well-organised and with good time management skills
- Ability to connect and build rapport with potential clients
- Experience in Microsoft packages; Outlook, Word, Excel and PowerPoint

Opportunity & Benefits

- Internal and external training
- Defined contribution pension scheme
- Excellent working environment
- Based in recently refurbished city centre offices with on-site gym and restaurant



Our Commitment to Protect Your Privacy

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for legitimate employment, legal, and business purposes. You can learn more about how we handle and process your personal information in relation to our recruitment process by making a request to intlHR@stewart.com.