

Job Title – Account Executive**Job ID – 219****Division – RKH Specialty, International Casualty Department****Location – London**

Hyperion was established in London in 1994 and today is a leading, international insurance group with over 4,500 employees in 38 countries. Employee ownership is at the heart of our business and is key to attracting and developing the best talent in the market.

We have four business divisions:

- Howden: the world's largest international independent retail broker. Together with Howden One, its global specialist insurance broking network, it comprises over 10,000 professionals, operating in more than 80 territories
- RKH: the largest producer of insurance premium to Lloyd's, the world's leading specialist insurance market, and a leading producer to many of the world's largest specialist insurers
- DUAL: the specialist underwriting arm of the Hyperion Insurance Group, is the world's largest international underwriting agency and Lloyd's largest international cover holder.
- Hyperion X: our newest division of the group, it will develop key areas of data, analytics and digital platform delivery.

By working closely with our clients to deeply understand their needs, we are able to develop solutions that are truly best-in-class. We choose to be specialists rather than generalists, so that we have the expertise required to solve even the most complex challenges. Our entrepreneurial approach promotes innovation, integrity and a constant focus on delivering the best solutions for our clients.

Role Definition

An exciting opportunity for a bright and enthusiastic person seeking to build a career in the Insurance industry. This is an ideal position for a confident, personable and hardworking individual to work in a great team whilst gaining valuable experience to progress. As an Account Executive you will be expected to negotiate and broke on behalf of clients to obtain the best balance of quality, service and price. The candidate will be the first point of contact for a portfolio of business, manage the clients' enquiries, requests and renewals. The applicant should have experience of the insurance market and/or basic knowledge of the role of an Insurance Broker.

Key Responsibilities / Accountabilities

Clients

- Develop strong relationships with clients
- Deal with incoming enquiries from clients, insurers and third parties
- Behave with all clients (both internal and external) fairly and ethically

Markets

- Maintain an appropriate group of preferred markets in each area of activity
- Develop strong relationships with markets
- Negotiate with markets to provide best balance of quality, service and price
- Maintain any ongoing delegated authority contracts appropriately and cost effectively

Broking/Administration

- Create comprehensive broking documents
- Ensure up to date records are maintained at all times on the Company systems
- Plan the most appropriate insurance programme for the client's demands and needs

Skills and abilities needed to perform role

- Is confident and has good communication skills including, written, verbal and face to face
- Able to work independently and use initiative
- Networks extensively and is able to build sustainable working relationships
- Strong negotiation skills
- Strong commercial acumen
- Analytical
- Good decision making skills
- Able to work flexibly to achieve tight deadlines/targets
- Professional and personable
- Able to positively react to change
- Resilient and calm under pressure
- An ability to learn and share learning
- Competent IT skills, including but not limited to Microsoft Word, Excel and PowerPoint

Knowledge and Experience

- Previous experience of insurance environment e.g. as an insurance technician/handler
- Basic technical knowledge of broking specialist area so that they are able to deal with clients' enquiries
- Experience of working in high pressure, multi-task, customer focused environments

Professional Qualifications

- GCSE's (or equivalent) including English and Maths essential
- A level Grade A-C (or equivalent)
- Attainment of the LLMIT (Lloyd's and London Market Introductory Test)

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.

Any unsolicited CV's/candidate profiles submitted through our website or to employees of Hyperion Services Limited outside of the HR function are considered property of Hyperion Services Limited and are not subject to payment of agency fees. In order to be an approved Recruitment Agency/Search Firm for Hyperion Services Limited, a formal Hyperion Services Limited agreement must be signed by an authorised member of Hyperion Services Limited HR function. CV's must be submitted according to our candidate submission process, which includes being actively engaged on the particular search, if the candidate submission process is not followed, no agency fees will be paid by Hyperion Services Limited.