



POSITION DESCRIPTION

POSITION TITLE: Assistant Account Broker

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

OVERVIEW

Our partner, a top full-service Australian insurance broker team that offers general insurance, finance broking, professional/financial risks, claim administration, and risk advisory services, is looking for an Assistant Account Broker.

As the Assistant Account Broker, you will support in the areas of conducting respectful and professional client contacts and delivering outcomes on the market that go above and beyond what is expected of them.

KEY RESPONSIBILITIES

- Respond to all action items from the Account Brokers, Account Manager and Divisional Manager.
- Providing exceptional customer service to both internal and external clients.
- Provide high level of support to all team members and ensure that all requests are met in a timely and efficient manner.
- Processing of new business, renewals and policy document preparation and maintenance.
- Ensure provision of excellent service to clients and the highest quality input to insurers including:
- Quoting of renewals and processing of endorsements/amendments
- Preparing correspondence between our client's customers and underwriters for approval of the Account Executive
- Update claims status reports.
- Ensure provision of excellent service to clients and the highest quality documents to insurers.
- Providing and following up on quotations.
- Processing all new business.
- Processing of endorsements/amendments.
- Premium calculations and allocations were required at the client's direction.
- Preparing correspondence and reports between our client's customers and Insurers.
- Provide a high level of administrative support to the broking team and the great administration team.
- Assist with the Management of debtors
- Support the team with all duties and assist them to achieve the budget.



POSITION DESCRIPTION

QUALIFICATIONS AND EXPERIENCE

- Degree in Business / Finance / Commerce or equivalent
- Junior-Mid level working experience in Workers' Compensation or Tier 1 & Tier 2 Insurance Broking Compliance
- Strong written and verbal communication and interpersonal skills
- Administrative and IT skills, skills in Microsoft Word, Excel, Outlook and PowerPoint.
- Excellent attention to detail and organisational skills
- The ability to assist with developing relationships and liaise with clients at all levels
- Customer service skills and business acumen
- The ability to manage your time and work on a number of projects concurrently
- Strong analytical skills
- The ability to work well in a team environment
- Self-motivated with personal drive and ambition

ASW OFFERS

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with one of clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.