

## Job Description

**Position Title:** Marine Technician

**Reports to:** Director, BankServe

**Location:** London

### Summary of Position:

To provide technical and administrative support for BankServe Brokers and Directors.

### Key Responsibilities & Accountabilities:

- Carry out copying and binding tasks accurately and efficiently
- Create and maintain files including filing and archiving
- Carry out basic word and excel duties
- Input document details on the in-house systems
- Assist team with credit control when required
- Assist in any ad-hoc, general admin tasks
- Process and monitor incoming post
- Assist team with producing and sending client/market documentation
- Assist with renewal reminders
- Assist team with developing and managing relationships with market representatives, i.e. underwriters, other brokers
- Maintain and enhance knowledge of the insurance marketplace, trends and cycles
- Adhere to company and regulatory policies & procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.

**Functional & Behavioural Competencies required:**

- Previous experience an office environment is desirable
- Working knowledge of Microsoft Word & Excel
- Ability to effectively contribute to the team and interact with others
- Ability to communicate clearly and effectively
- Ability to use own initiative to work out any problems which may arise
- Able to perform effectively to tight deadlines with good personal organisation and time management skills
- Professional attitude to work
- Punctual and conscientious
- Shows enthusiasm
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
  - Accountable
  - Entrepreneurial
  - Collaborative
  - Empowering
  - Disciplined