

Assistant or Account Executive, Sydney

About Us

At Gow-Gates, we take pride in our talented team of brokers who consistently achieve our goals and growth. We empower our teams to do what they're best at – servicing clients and technical advice.

Why Join Gow-Gates?

We have 60+ years of success in the industry, with a hard-earned reputation for high-quality client service and broking advice. We are committed to your professional development - our internal development programs, mentorship, and support for new industry qualifications will make it

About the role

- Provide support to brokers and team managers, and identify opportunities to improve client service
- Assist with system and database processing, coordinate renewal processes, quotes and relevant compliance approvals
- Support the maintenance of client policy and wage data, generating client reporting and trackers
- Coordinate broker and team calendars as well as maintain and analyse insurer reporting

Qualifications and Experience

- Experience in either insurance, financial services or a corporate customer service role is ideal
- Eager to learn and keen to grow a career in financial services (insurance)
- Hold a relevant tertiary degree, all considered!
- Exceptional communication and stakeholder engagement skills
- Able to effectively organise workload and calendars and prioritise effectively
- An interest in developing a career in insurance and a passion for learning

If you would like further information or a confidential chat please reach out to **Marney Hamilton** (People & Talent Lead) on [0400 700 367](tel:0400700367) / mhamilton@gowgates.com.au

While we are actively recruiting for this role currently, we'd love to hear from you if you're interested in joining Gow-Gates!