

Trainee Employee Benefits Administrator

Reward

Circa £24,600 depending on experience

Location

Cardiff, with hybrid working

Role

Are you looking for a role which incorporates numerical and customer service skills? Do you want to study towards professional qualifications? If so, the world of employee benefits could be for you.

Join us and you will become part of a close-knit team that is skilled, experienced and passionate about delivering a high-quality service to our external clients.

As an employee benefits administrator you will be carrying out the day to day management of group insurance schemes. You will gain a knowledge of the different insurance products available in the market and understand how they meet the needs of the client

In this broad role responsibilities will include:

- Preparing insurance renewal documentation
- Validating insurance data that is received from clients
- Checking scheme specifications are correct
- Communicating scheme information to clients.
- Running reports our employee benefits platform
- Carrying our research for clients

Working in a regulated environment, accuracy is key in this role. You will need to be organised and methodical in the way you work and be confident working with numbers. You will work as part of a small team to agreed timescales and standards.

This role gives the successful candidate an opportunity to start a career in group risk and learn more about the employee benefits market. You will ideally have experience of Microsoft Office, in particular Excel and have an enthusiastic and flexible approach to work.

The ideal candidate will have A level (or equivalent) education. Studying towards Chartered Insurance Institute's GR1 qualification would be beneficial but not essential.

We look after our people and offer flexible working hours, a performance-related bonus and a structured training plan. With Quantum, you'll be given the chance to further develop your skills and career.

Quantum Advisory is an equal opportunities employer.

What next?

If you are interested in this role please send your CV and covering letter, explaining why you wish to join Quantum's employee benefits team to recruitment@qallp.co.uk