



'Solving Tomorrow's Problems Today'

Fraser Fontaine & Kong Limited Insurance Brokers invites applications from suitably qualified persons to fill the position of **EMPLOYEE BENEFITS REPRESENTATIVE (MOBAY OFFICE)** as outlined below:

CORE FUNCTIONS

- To provide administrative support services in the processing of Employee Benefits products to current and prospective clients.
- To maintain consistent communication with the Supervisor and Account Executives throughout the processing of client accounts.

QUALIFICATION & EXPERIENCE

1. 5 CXC subjects at Levels 1, 2 or 3 inclusive of English Language (at levels 1 or 2) and Mathematics or another numerate subject.
2. Pursuing the relevant classes of insurance business in Employee Benefits for registration with the Financial Services Commission (Sickness & Health and Ordinary Long-Term Insurance) or comparable qualifications.
3. Two years working experience in a similar position.

REQUIRED COMPETENCIES

Core

1. Good customer service skills
2. Good oral and written communication skills
3. Good interpersonal skills
4. Attention to detail and accuracy in work
5. Self-motivated and demonstrate personal responsibility and accountability

Technical

1. Good knowledge of Microsoft Word and Excel
2. Basic understanding of Insurance Broking software.
3. Ability to use basic office systems

Applications should be emailed or sent to:

**The Human Resources Manager
Fraser Fontaine & Kong Limited
28 Pawsey Place, Kingston 5
Email: hr.request@ffkja.com**

Please note that only short-listed candidates will be contacted.