



KENNCO UNDERWRITING LIMITED



#JOB-2445616

KENN CO. UNDERWRITING LIMITED,



Grange Rd off Pk, Un, Grange Road, Dublin
16, D16 WK65



No of positions : 2



Paid Position



40 hours per week



35000.00 Euro Hourly



30/04/2026



28/05/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Customer Service Representative

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

APA QUALIFICATION IS REQUIRED

The successful candidate will work within the KennCo Insurance customer service department. The role will be dealing directly with customers, answering queries on their policies, renewal queries, mid-term adjustments and any other insurance queries our customers may have. The role provides an opportunity to get experience in the areas of customer service, customer retention and policy administration.

Key Responsibilities:

Ability to work in all sections of personal lines, including Renewals, Processing mid-term adjustments, after sales customer enquiries

Building rapport with customers

Retaining the existing business and working towards renewal retention targets

Ensuring all data is kept up to date on applied relay systems

Dealing with all customer requests in an efficient manner

Providing a high level of customer service

Ability to process administrative duties with a high level of accuracy and attention to detail

Skills & Knowledge:

Excellent organisational skills and the ability to prioritise and manage their daily tasks

Ability to work on own initiative and as part of a team

Ability to work within a fast-paced environment

Applied system (Relay) knowledge an advantage

Clear & proficient communication and negotiation skills

Be motivated and have a positive outlook

Experience & Qualifications:

Minimum APA qualified

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]