



KENNCO UNDERWRITING LIMITED



#JOB-2463620

KENN CO. UNDERWRITING LIMITED,



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



No of positions : 1



Paid Position



37 hours per week



36605.00 Euro Annually



18/08/2026



15/09/2026

How to apply

Application Method :

Not available



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online



Personal Lines Executive

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 Personal Lines function, servicing existing Motor and Home insurance policies. The role involves providing regulated insurance advice within the scope of the APA qualification and delegated authority, managing policy renewals and mid term adjustments, explaining policy cover and policy terms, resolving policy related enquiries, liaising with Underwriting and premium finance providers, supporting customer retention, and administering existing insurance policies in accordance with regulatory and company requirements

Key Responsibilities:

Advise customers on Personal Lines Motor and Home insurance products within the scope of the APA qualification and delegated authority, ensuring compliance with the Central Bank of Ireland's Minimum Competency Code.

Explain policy cover, benefits, exclusions, endorsements, and available policy servicing options to enable customers to make informed decisions regarding their insurance policies.

Manage the end-to-end servicing of existing Personal Lines insurance policies, including renewals, mid-term adjustments, policy amendments, and post-sale customer enquiries.

Deliver regulated insurance advice and policy servicing while ensuring all customer interactions comply with internal governance, underwriting guidelines, and regulatory requirements.

Manage and maintain existing customer insurance portfolios by delivering professional policy servicing, fostering long-term customer relationships, and supporting customer retention and renewal objectives.

Ensure the accurate administration of insurance policies by maintaining customer records, processing policy transactions, and updating specialist insurance administration systems with a high level of accuracy.

Assess customer servicing requirements and provide appropriate insurance solutions within the

scope of the role while maintaining compliance with company procedures and regulatory standards.

Maintain exceptional standards of customer service through the delivery of specialist insurance guidance, timely policy administration, and effective resolution of policy-related enquiries.

Liaise with the Underwriting team to resolve policy-related queries, underwriting referrals, and policy servicing issues.

Coordinate with the Premium Credit provider to resolve Direct Debit and premium payment queries, ensuring efficient policy servicing.

Essential Qualification:

Accredited Product Adviser (APA) qualification as required under the Central Bank of Ireland's Minimum Competency Code for individuals advising on regulated retail insurance products.

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]