



ACCOUNT HANDLER / CLIENT SPECIALIST

*As leading insurance broker for the international diamond trade worldwide, with headquarters based in Antwerp, offices in New York, Dubai, Mumbai, Paris, Hong-Kong, Johannesburg and representatives in Tokyo, Bangkok and Ramat Gan, we are looking for a colleague at our **Geneva** office.*

Driesassur has been serving the diamond trade for three generations and has an international client portfolio containing many of the most prestigious and successful companies in the world. The Driesassur team is specialized in offering tailor made insurance solutions in Jewellers Block, Processing, Credit and Commercial Property Casualty Insurance and Fine Art.

JOB DESCRIPTION

We are looking for an Account Handler/Client Specialist with strong interpersonal and administrative skills for our **Geneva** office.

Job will entail:

- Acting as an Account Handler/Client Specialist for clients based in Geneva. The type of clients are diamond dealers, diamond retailers and jewelry high end stores
- Identify, report and deliver business opportunities in the Suisse market
- Provide quality service to clients including handling enquiries, comparing quotations and providing after-sales service
- Responsible for liaising /communicating with Clients directly
- Responsible for communication with Insurers at Lloyd's of London, Wholesale Brokers, Surveyors and other third parties in connection with the administration of client policies / requirements
- Administrative tasks associated with preparation and review of documents, presentations, policies, endorsements, credit/debit notes.

KEY SKILLS

- Motivated
- Confident
- Reliable
- Excellent Time-Management / Well Organized / Multitasker
- Analytical
- Strong Interpersonal Skills
- Good Communication Skills
- Team player

LANGUAGE SKILLS

- Good command of written and spoken English and French
- Extra language knowledge is welcome.

WHAT DO WE OFFER

- You will join a team of highly skilled Insurance professionals with an open company culture, a hands-on mentality and short lines of communication
- An attractive Salary commensurate with experience and background of the candidate
- Meal vouchers, eco vouchers and hospitalization insurance
- Employment Contract with Indefinite duration

ADDRESS

Driesassur NV, Quinten Matsijslei 12, 2018 Antwerpen, Belgium our HQ
Suisse Risk Care, Route du Thonon, 1222 Vérenaz, Geneve

Suitable Candidate may contact Mrs. Marleen Bettens

T : 32 3 231 46 60

E: marleen@driesassur.com

Please, send your CV and English covering letter.