Borders Risk Management – Trainee Insurance Administrator
Permanent & Temporary Summer Cover

We are looking for an enthusiastic, committed young person/s to join our Kelso team in an apprentice type role, training as they work, with additional benefits, as well as the opportunity to partake in Chartered Insurance qualifications as they progress.

This will be offered on a Permanent basis but with a busy Summer period approaching, we also invite applications from individuals in our community who would be interested in a Summer role.

The candidate/s should have an eye for detail, take pride in their work and enjoy dealing with members of the public. Varied duties will include taking telephone calls, managing your own workload, taking and acting upon instruction from clients, completing any required administrative tasks and creating and maintaining their own diary system.

Other general office duties may be required from any of our three branches, whilst working in Kelso, in accordance with the nature of our organisation.

If you are interested in either of these positions please email your CV to Mr Mike Cavanagh, Associate Director, at mikec@ermg.co.uk