# Borders Risk Management – Trainee Insurance Administrator

An opportunity in our expanding business has arisen for an enthusiastic, committed young person to join our Kelso team, on a permanent basis, in an apprentice type role.

The individual would train as they work, receiving additional benefits, with the opportunity to partake in Professional recognised Chartered Insurance qualifications as they progress.

The candidate should have an eye for detail, take pride in their work, have a sense of fun, and enjoy dealing with members of the public.

Work will be varied with duties including taking telephone calls, managing their 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 interested please email your CV to Mrs Jennifer Skeldon, at jennifers@ermg.co.uk.