

# Employer Profile

Address: Aviva, Level 4 West, Pitheavlis, Perth PH2 0NH



Our Commercial Underwriting teams give businesses around the country the financial protection they need against numerous eventualities. Risks vary in size and complexity ranging from individual liability cover to full business cover for high street retail outlets, to motor fleet cover.

In Perth, one of our 2 National Trading Centres, we deal with a wide panel of brokers and customers, using our insurance expertise and first class customer service skills to assess risks and effectively underwrite their policies.

The centre has approx 250 staff who are split into teams reporting to 3 Operations Managers and 1 technical operations manager.

## Benefits:

- Flexible working is available subject to operational needs
- 25 days holiday per year based on full time working pattern
- Starting salary of £14,500
- Staff pension scheme is available
- Flex time
- Free vending drinks machine
- On site restaurant and shop
- On site parking with valid permit

## What we are looking for:

No formal qualifications are required for this role as upon joining the organisation you will receive a comprehensive period of classroom training followed by a period of time in a training academy where you will put your knowledge into practise with aligned buddies before you join a team on the office floor.

However the following skills are essential:

- Familiarity with using a PC with Windows and Microsoft Applications
- Excellent verbal and written communication skills

- Ability to work with figures and do manual calculations
- Strong Work Ethic
- Good concentration levels
- Takes a pride in producing good quality work
- Team Player
- Confident to speak up and engage with others to resolve queries and issues

## Hours of work:

- 35 hours per week working  
Monday – Friday from 9am – 5pm

## Career Opportunities:

We operate a Pay Progression framework which provides a clear and concise development programme for our underwriters based on technical and behavioural skills.

There are excellent opportunities within the Pitheavlis site as well as within the extensive UK network and as Aviva is a global organisation there are also opportunities overseas.

## Recruitment Process:

- On-line application via Aviva.co.uk
- Assessment Centre lasting 3.5 hrs covering:-
  - Arithmetic and English test
  - Group and individual activities
  - Visit to unit, seeing the job 1st hand
  - Short 1:1 discussion

## Location:

The Pitheavlis building is based in Perth off the Glasgow Road. We have very strong links with the local bus companies and bus no 18 even comes on site.