

**CPA Careers and Vacancies**

**JOB TITLE: Focal Point Administrator**

**OFFICE: Bristol**

---

We are looking to recruit a Focal Point Administrator within CPA, based in our Bristol office on a hybrid basis.

The role involves providing first class customer service to our customers, clients and colleagues, ensuring that all claims are pro-actively managed to conclusion; ensuring client specific service level criteria is met. You will also act as a point of contact for client / customer queries and owning issues through to their satisfactory conclusion.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of CPA, a QuestGates company.

**Key Skills:**

- Excellent degree of knowledge of property related claims and principles
- Excellent communication skills, both oral and written, including telephone manner
- High degree of IT competency and literacy, with the ability to understand and operate internal bespoke systems quickly
- Demonstrate personal and professional integrity and lead by example
- Good organisation / time management skills
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Ability to use your own initiative and have a positive / enthusiastic attitude
- Attention to detail and accuracy of information
- Minimum 2 years administration experience

**The role involves:**

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times

- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To communicate effectively and proactively with all relevant parties by the most effective and expeditious means, prioritising the use of telephone contact
- To promote and support the TCF principles
- To ensure adherence to contractual/Client SLA's and KPI's

**The Package:**

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

**Hours of work:**

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

**Closing Date for Applications:**

Close of business on Friday 7<sup>th</sup> February 2025.

**Contact details:**

If you would like further information about this vacancy or wish to apply, please contact Siobhan Bullock on 07885 456254 or email [recruitment@questgates.co.uk](mailto:recruitment@questgates.co.uk) by the closing date.