

Account Manager
(Insurance Brokerage – CAIB / CIS / RIBO Licenced)
Lindsay, Ontario

(File Reference: IP-2016)

On behalf of our Client, a successful Kawartha Lakes-based Insurance Brokerage firm, we are seeking a highly motivated Insurance Professional for a permanent, full-time position.

Key tasks include:

The **Account Manager** is responsible for ensuring that Client needs are carefully assessed to ensure that the most appropriate form of Property and Casualty Insurance is selected. The role will involve maintaining a book of business, servicing client needs and focusing on new business development. The ideal candidate will demonstrate exceptional customer service and communication skills and will demonstrate a solid working knowledge of property and casualty insurance products.

Technology & Skill Development

- Attend training sessions for software when available
- Self-Teaching – read material available on product lines, software, etc.
- Expand product knowledge on a continuous basis – websites, training sessions, books

New Business Development

- Oversee coordination and completion of new business processes
- Review applications for completeness
- Set up underwriting files & records
- Make sure policies have been issued correctly
- Become familiar with insurance company's websites – ability to retrieve requested information – data base software – be familiar with accessing information & compiling reports

Credentials, Experience & Attributes:

- Chartered Insurance Professional (CIP), Provincial or territorial (RIBO) licence, Canadian Accredited Insurance Broker (CAIB)
- Absolute commitment to customer service excellence
- Excellent communication and interpersonal skills

- Strong time management skills and the ability to prioritize
- Demonstrated problem solving and decision making skills
- Multitasking: Ability to work under pressure – tight deadlines
- A self starter who is able to work with limited supervision
- Strong word processing skills including Word, Excel, Email & Web browser technologies and TAM (Agency Manager)

Compensation

Our Client offers a highly skilled and professional atmosphere and support team, along with a very competitive compensation and benefit package.

To Apply:

For further consideration, highly qualified Candidates are invited to submit their resume information in confidence, quoting the above file number. We treat your information confidentially (*please identify any organizations with whom you do not wish your information shared*):

SHRP Limited

Recruiting Associate

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While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).