



Title: Commercial Account Manager, Construction Projects Team  
Employment Status: Full-Time, Permanent  
Location: Vaughan Office - 7501 Keele Street, Suite 400, Vaughan ON, L4K 1Y2

### The Company

Established in 1966, Masters Insurance is one of Ontario's largest, independently owned brokerages that specializes in insurance and bonding solutions for the construction and development industries. As a rapidly growing company with an enduring passion for supporting our businesses, and our communities, we also offer personal and commercial insurance, group benefits and financial planning services.

### Position Summary

This position involves working in a team environment as a Commercial Account Manager on a diverse and growing commercial insurance book of business. You will be working with Masters' principals, Account Managers, Insurance Underwriters and Masters' clients, servicing and marketing existing and new business accounts. The successful candidate must be highly motivated, remain flexible to changing job priorities, and strive to create exceptional service experiences.

The book of business handled within the unit consists of projects in development and course of construction – from tendering / proposal stages to binding, and maintenance until completion. The mix of projects include hi-rise residential projects (predominately), as well as commercial, industrial, institutional and custom homes.

### Benefits

- Competitive salary and benefits, that includes group health and retirement benefits
- Educational reimbursement for recognized licenses and designations
- Hybrid work schedule
- Company social events
- Wellness programs

***Masters assist employees by paying for work related courses, as well as annual licensing and designation fees, including RIBO, CAIB, CRM and CIP designations!***

### Key Accountabilities

- Work in close collaboration with Masters' principals and Account Managers
- Manage a book of business of medium to large size commercial construction accounts, including prequalification documents, tenders, and project placements
- Negotiate coverages, rates and premiums with insurance underwriters and Master's clients
- Review client risk and prepare comprehensive coverages for specific client needs
- Attend client and prospect meetings when required
- Manage abeyances and account receivables
- Perform other related duties and projects, as required

## Candidate Qualifications

- Required:
  - Licensed RIBO candidates preferred or successful completion of RIBO license within 6 months of continuous employment.
  - Minimum of three (3) years work experience handling commercial accounts and/or construction underwriting within a brokerage and/or Insurance Company.
  - Working knowledge and/or understanding of construction insurance.
  - Proficient in Microsoft Office programs, including Outlook, Word and Excel.
  - In the process of completing CAIB and/or CIP and/or CRM designations.
- An Asset:
  - Completed CAIB, CIP and/or CRM designations
  - Familiarity with The Agency Manager (TAM)
  - Previous business experience in operating your own business or running a business for others
  - Knowledge of retail or manufacturing industries
  - Knowledge of MS PowerPoint

## Skill Sets Required

- Effective verbal and written communication skills
- Excellent organizational and time management abilities
- Self-motivation with ability to problem-solve with limited supervision
- Flexibility to work in a fast-paced and dynamic environment with changing priorities
- Ability to work independently and in a team environment
- Willingness to mentor and train colleagues when required

We at Masters Insurance Limited are an equal opportunity employer committed to an inclusive workplace. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act throughout all stages of the recruitment and selection process. If you require accommodation, please contact us at (905) 738-4164 x2502 or email us at [vdetoma@mastersinsurance.com](mailto:vdetoma@mastersinsurance.com).