

Title: Commercial Account Associate  
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

The successful candidate will be working with a supportive, industry-leading team of Account Managers to service and market an active, growing book of business. The position will allow you to gain exposure in commercial risks for small to medium size accounts in the Construction, Realty and Manufacturing segments. Individual must be highly motivated, remain flexible to changing job priorities, and strive to create exceptional service experiences.

## Benefits

- Advancement opportunities
- Competitive salary and benefits, that includes group health and dental, as well as retirement benefits
- Dedicated training and mentorship
- Educational reimbursement for recognized licenses and designations
- Hybrid work schedule
- Epic year-round employee events!
- Wellness Programs, including special initiatives for new moms
- Opportunities to give back to our communities through philanthropic programs
- Membership to an exclusive employee discount program
- Free Parking

***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

- Prepare and issue Certificates of Insurance
- Work efficiently with Microsoft Excel and Word, as well as TAM (Broker Management System) to perform the following tasks:
  - Create and update Summaries of Insurance for new policies and policy renewal
  - Prepare proposals and Binders of Insurance
  - Create and periodically update price comparisons
  - Prepare renewal and claim reviews, review inspection reports and follow up for outstanding recommendations.
  - Request, check and invoice policy endorsements, renewal documents and policy cancellations.
- Manage own abeyances and follow up with insurance underwriters and clients for outstanding information
- Review insurance requirements in rental leases and contracts and issue requested Certificates of Insurance
- Collaborate and negotiate with Insurance Underwriters and obtain information and answer questions from Masters' Clients
- Successfully collaborate with Account Managers, assisting them with their book of business
- Set up premium financing for clients who want to finance their insurance premiums
- Perform other related duties and projects, as required

## Candidate Qualifications

- Required:
  - RIBO Licence
  - Minimum of two (2) years work experience in a commercial lines department at an Insurance Brokerage and/or Insurance company in a similar role and/or with similar duties and responsibilities
  - Working knowledge of commercial lines products
  - Proficient in Microsoft (MS) Office Programs, including Outlook, Word and Excel
- An Asset:
  - CIP and/or CAIB designation
  - Familiarity with The Agency Manager (TAM) and Compu-quote
  - Working knowledge and/or understanding of construction insurance
  - Previous business experience in operating own business or running a business for others
  - Knowledge of construction, retail or manufacturing industries

## 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
- Accurate data entry skills with extra attention to detail and overall accuracy
- Good negotiating and critical thinking skills

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).