



Title: Commercial Account Executive  
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 Executive on a diverse and growing commercial insurance book of business. You will be working with Masters Principals', Account Associates, 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.

## 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

- Work in close collaboration with Masters' principals, Account Executive and Account Associates
- Manage a book of business with a mix of medium to large size commercial insurance accounts
- Negotiate coverages, rates and premiums with insurance underwriters and Master's clients
- Create and update new business and renewal submissions and market new and existing business
- Conduct annual renewal reviews and client meetings, including preparing a claims' history assessment
- Review inspection reports and follow up for outstanding recommendations
- Conduct risk assessment of clients' operations and insurance needs and determine appropriate insurance coverages to offer clients'
- Prepare risk management strategies to improve clients' risk exposures and focus on improving clients' existing coverages
- Manage accounts receivable on the accounts that you are handling
- Work closely with the claims department and clients during claims' negotiations and settlements
- Perform other related duties and projects, as required

## Candidate Qualifications

- Required:
  - RIBO Licence
  - Minimum of three (3) 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
  - 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 and/or CIP and/or CRM designations
  - Familiarity with The Agency Manager (TAM)
  - Working knowledge and/or understanding of construction insurance
  - Previous business experience in operating your own business or running a business for others
  - Knowledge of project specific construction insurance
  - 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).