

Commercial Lines Technical Service Representative



PAISLEY MANOR
INSURANCE BROKERS



NAVACORD®

TORONTO, ON | REPORTING TO: Director, Commercial Insurance

POSITION OVERVIEW

Paisley Manor is looking for talent in the Insurance Industry! We are currently accepting applications for those who want to start or continue a career in commercial insurance, or those who are motivated by being in an administrative role that offers basic commercial insurance expertise to help you advance your career. Working with an experienced broker, the successful candidate will be responsible for the input of new business and marketing documents, the set-up of new business proposals, servicing clients and other administrative duties on a growing book of business.

RESPONSIBILITIES:

- Issue certificates of insurance
- Generate/issue liability slips for renewals, endorsements and new business
- Assist with processing documents: renewals, endorsements, and new business
- Run MVRs/driver abstracts, CVOR, etc.
- Generate applications/forms (e.g. SOV, Profits Worksheets etc.) as directed by the Account Manager
- Assist with the maintenance of the summary of insurance
- Update premium comparisons, summaries, executive summaries as directed by an Account Manager
- Input and update of claims and new clients information into EPIC (Broker Management System)
- Assist with performing Auto Quotes on Compu-Quote when required
- Assist with sending renewal requests to clients 100 days in advance as directed by the Account Manager
- Check policy documents against binders issued
- Creating policy binders for Account Managers
- Assist with processing of mail and endorsements for the team
- Other duties as assigned

A FORWARD THINKING COMPANY:

- Great learning and growth opportunities
- Social and industry related events
- Flexible work arrangements and a modern-open concept work environment and tools
- Making a difference in our communities by partnering with charitable organizations
- A progressive and team-based culture

KEY EMPLOYEE BENEFITS:

- Competitive compensation & benefits package
- Professional Development Courses and Designations

REQUIREMENTS:

- Minimum 1 year commercial insurance experience
- R.I.B.O. required. C.I.P. designation &/or C.A.I.B desired or at minimum working towards the designation(s)
- Client development/relationship management experience in Commercial Lines desired
- Strong negotiation skills
- University / College degree desired
- Superb interpersonal, communication, and effective problem solving skills
- Ability to be a self starter with strong communication & organizational skills
- Advanced skills in Outlook, Excel, Word and EPIC

We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.