

COMMERCIAL LINES TECHNICAL SERVICE REP.



MARKHAM, ON | REPORTING TO: PRESIDENT

POSITION OVERVIEW:

Condominium Insurance Solutions powered by Jones DesLauriers is looking for talent to join our team. We specialize in Condominium insurance. We are accepting applications for those who want to start a new career in commercial insurance, or those who are motivated by being in an administrative role that offers basic commercial insurance knowledge to help you advance your career. The successful candidate will be responsible for the input of new and renewal business and marketing documents, and other administrative duties to enhance the team's effectiveness.

RESPONSIBILITIES:

- Issue certificates of insurance for approval from Account Managers
- Ordering building valuation reports
- Sending submissions to the markets
- Assist with processing documents: renewal, endorsements and new business
- Generate applications / forms (e.g. SOV, Worksheets etc.) as directed by the Account Managers
- Update premium comparisons, summaries, executive summaries as directed by an Account Manager
- Input and update of claims and new clients information into EPIC
- Assist with sending renewal requests to clients 100 days in advance as directed by the Account Manager
- Create policy documents
- Assist with processing of mail and endorsements for the team
- Other duties as assigned

REQUIREMENTS:

- Minimum 5 years of commercial insurance experience required
- R.I.B.O. license required
- C.I.P. or C.A.I.B. designation(s) preferred
- Client development/relationship management experience
- Solid understanding of policy wordings/coverages
- Ability to mentor others and proven negotiation skills
- Strong attention to detail, time management, problem solving and analytical skills
- Ability to be a self starter with strong written and oral communication skills as well as 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.