

Technical Service Representative Personal Insurance

TORONTO, ON | REPORTING TO: Personal Lines Manager

POSITION OVERVIEW

The Paisley Manor Insurance Brokers, a Navacord company, is hiring for great talent in the Insurance Industry! We are accepting applications for those who want to start a new career in insurance or those who are motivated by being in an administrative role that offers basic personal insurance knowledge that will help you succeed in higher level and more challenging insurance roles.

RESPONSIBILITIES:

- Provide technical assistance to Account Managers
- Discuss any concerns or outstanding info with underwriters
- Provide back-up support to Account Managers when required
- Preparing comparison quotation on renewals where necessary
- Prepare new business documents to be sent for signatures, etc.
- Action all renewals, new business, endorsements and claims
- Process change requests on EPIC
- Review and invoice renewals and endorsements
- Issue in-house endorsements and new business on company portals
- Release renewals after making appropriate changes
- Scan and attach documents to EPIC
- Quote cross sells and up sell as much as possible
- Issue pink slips when needed in addition to completing miscellaneous duties as assigned

REQUIREMENTS:

- 1 year of insurance experience and EPIC brokerage software preferred
- University degree preferred
- R.I.B.O license preferred
- Working towards C.I.P. or C.A.I.B. designation
- Superb interpersonal skills and attention to detail
- Ability to be a self starter with strong written and oral communication skills as well as organizational skills
- Advanced skills in Outlook, Excel, Word

Qualified candidates are invited to email their resume and cover letter to: careers@navacord.com



*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.*