INSURANCE ACCOUNT MANAGER/ ACCOUNT EXECUTIVE
Commercial Lines

PETRELA WINTER
BONDING • RISK ADVISORS

NAVACORD®

Location: Toronto

Reporting to: Vice President, Insurance Practice Leader

POSITION OVERVIEW

Petrela, Winter & Associates ("PWA") is hiring for an experienced Commercial Lines Account Manager or Account Executive (commensurate with experience) to manage a portfolio of high quality construction insurance business. This is a unique opportunity to join an entrepreneurial specialty commercial brokerage and industry leading brand, and to be a part of an elite group of insurance professionals in a mutually supportive, successful, and rewarding team environment.

Specializing exclusively in construction for over 40 years has given PWA a distinctive character and market focus which sets it apart from the generalist broker industry, and, in turn, provides a differentiated career opportunity with meaningful recognition, job satisfaction, and overall success.

RESPONSIBILITIES:

- Responsible for managing a renewal book of construction insurance business, including day to day client service, marketing, renewals, and project specific and specialty coverages.
- Ensure responsive and time sensitive service and renewals provided in accordance with PWA best practices and procedures.
- Manage account documentation (i.e., routine inquires, quotes, binders, statement of values, insurance contracts, endorsements, cancellations, etc.)
- Review client's current coverage and exposures, loss experience and analyze risk to determine the product/service requirements.
- Coordinate administrative client support with PWA's support team.
- Insurance market relations and fostering productive and high-functioning relationships with underwriters.
- New business strategy, marketing, and presentations/proposals commensurate with role (AM vs. AE) and experience, and in collaboration with Manager and team as required/appropriate.
- Maintain up-to-date broker management system (EPIC) workflow documentation and ensures workflows are followed.
- Collaborate with Bond Department Client Managers as required.
- Actively develop an increased knowledge of related insurance products and client needs.
- Participate in or conduct client meetings as necessary.
- Participate in training and professional development courses to enhance skills and industry knowledge.
- Maintain positive working relationships with clients, markets and PWA colleagues.
- Other duties as assigned.

REQUIREMENTS:

- Minimum 3 years of commercial insurance experience required (Account Manager role).
- Minimum 7-10 years of commercial insurance experience required (Account Executive role).
- 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 and proven negotiation skills.
- Ability to mentor others.
- 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.
- Intermediate to advanced skills in Outlook, Excel, Word and broker management systems; experience with EPIC is preferred.

Qualified candidates are invited to email their resume and cover letter to: ejaspe@petrela.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.

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