COMMERCIAL LINES ACCOUNT ASSISTANT

JONESDESLAURIERS INSURANCE MANAGEMENT INC.

NAVACORD®

PORT HOPE, ONTARIO | REPORTING TO: **Account Director**

POSITION OVERVIEW:

Jones DesLauriers is looking for talent in the Insurance Industry! 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 business and marketing documents, the set-up of new business proposals and other administrative duties to enhance the team's effectiveness.

RESPONSIBILITIES:

- Issue certificates of insurance for approval from Account Manager
- 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
- 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

REQUIREMENTS:

- 1 year of insurance experience and EPIC brokerage software preferred
- University degree preferred
- R.I.B.O license is 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



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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