

Account Assistant, Commercial Insurance



THE HULL GROUP

Toronto, ON

POSITION OVERVIEW

The Hull Group, a Navacord company, is hiring for great talent in the Insurance Industry! We are accepting applications for those who want to expand their knowledge of Commercial insurance on the customer service side of the business. This role would provide the successful candidate knowledge to progress their career in Commercial Insurance as a professional insurance broker.

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 TAM 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.*