

INSURANCE BROKER PERSONAL LINES

Leverage your professional skills in producing and servicing personal lines. Join our vision to bring a modern creative approach to the brokerage while providing excellent customer service to our local community and beyond. Work in a casual, flexible, environment with a competitive compensation program. Become the newest member of our energetic and growing team.

Job Description

- New business sales for auto, property including tenants and condo, watercraft, snowmobile, ATV, motorcycle, and travel insurance.
- Enter all applications in broker management system (BMS) and send to clients. Review final documents to ensure accuracy before binding coverage.
- Process renewals, endorsements and cancellations with accuracy and in a timely manner.
- Setup prospective clients in BMS and follow-up based on renewal dates.
- Pull driver history reports/abstracts to confirm correct rating.
- Collect money from clients and provide them with receipts.
- Answer incoming calls from clients, companies, etc.
- Retrieve messages from personal voicemail and respond in a timely fashion.
- Review all incoming emails and respond in a timely fashion
- Other duties as deemed necessary.
- Opportunity to sell and service commercial policies is available if desired.

Qualifications

As well as a desire to learn and succeed in a collaborative environment, to be considered for this position you must meet the following requirements.

- RIBO license required.
- Minimum two (2) years of experience in a similar position. Experience in commercial lines is considered an asset.
- Must have excellent knowledge, application and experience working with broker management systems.
- Demonstrated customer service, organizational, communication, team work and problem-solving skills.
- Desire and ability to work in a fast-paced environment while always providing friendly excellent customer service.
- Proficient in all Microsoft Office Applications.

For more information about D.G. Smith Insurance Brokers please visit our website at www.dgsmithinsurance.com.

Please apply by email to inquiries@dgsmithinsurance.com.