



COMMERCIAL LINES ACCOUNT MANAGER

Toronto | Brooklin | Bethany

Posted: June 22nd 2015
Start Date: August 1st 2015

Job Number: CLAM06172015

DEPARTMENT	Commercial Lines
POSITION	Account Manager
LOCATION	Toronto Brooklin Bethany (The choice is yours)
START DATE	August 1 st 2015
REPORTS TO	Commercial Lines Manager
POSITION TYPE	Full-Time
HOURS	37.5 hours per week (9:00am – 5:00pm)
COMPENSATION	Salary, Retention Bonus, Benefits

James W. Klopfer insurance is growing and looking for a new member of our team!

We are a family run, boutique insurance brokerage with offices in Toronto, Brooklin & Bethany, Ontario. We have been in business since 1967 and pride ourselves on providing exceptional service to our clients through our insurance team.

We are currently seeking a full-time, in-house Commercial Lines Account Manager to service new and existing clients. The potential candidate can work out of either one of our offices.

JOB REQUIREMENTS

To help grow an existing book of business by working closely with The Commercial Lines Manager, Account Executives and other Account Managers.

DUTIES & RESPONSIBILITIES

- Thoroughly document all client, underwriter and related correspondence on the broker management system.
- Market Qualified New Business and Renewals using Policyworks or other broker systems.
- Complete daily servicing requirements including client enquiries, policy changes, processing renewals, issuing certificates of insurance, handling claims, and reviewing policy documents
- Ensure that all servicing standards are met including abeyances, renewal calls and policy document deployment
- Invoice policies, collect accounts receivable and minimize overdue accounts
- Adhere to all policies & procedures and indicated in the brokerage Commercial Lines Procedures Manual
- Meet all RIBO continuing education requirements
- All other duties as may be assigned

POSITION REQUIREMENTS & EXPERIENCE

- RIBO License
- University Degree or similar work experience
- Minimum 5 years experience as a Commercial Lines Account Manager/Producer
- Positive attitude and ability to work in a team
- Strong knowledge and understanding of commercial insurance coverage's including underwriting requirements and wordings.
- Proficient use of Microsoft Office Suite and experience with PolicyWorks is an asset.

To apply for this position, please send your resume to: jgrieve@kloepferinsurance.ca

Applications are kept in strict confidence.