

COMMERCIAL MARKETING ASSISTANT

PRINCE GEORGE, BC | REPORTING TO: V.P. Commercial Insurance

THE OPPORTUNITY:

We are seeking a motivated, career-focused individual to join our Commercial Insurance team. While we welcome experienced candidates, we will also consider individuals new to the insurance industry. The successful candidate will work as an Assistant to our Commercial Marketing team to provide support in the servicing of existing and prospective commercial accounts.

RESPONSIBILITIES:

- Preparation & follow up on required documentation such as renewal applications
- Preparation & presentation of premium financing quotations
- Follow up & payment processing on a wide variety of files
- General Abeyance/Activity Support for Marketing team
- Processing & issuance of Hole in One & Special Event policies
- Data entry for complex files
- Certificates of Insurance
- Claim Documentation
- Responding to billing inquiries, issues & questions
- File Preparation / Renewal Underwriting
- Periodic correspondence with clients, lawyers, loss payees and other interested parties
- Miscellaneous duties to assist the Commercial Marketing team in support of our Commercial Account Executives

THE CANDIDATE:

- Post-secondary education or commensurate work experience
- Licensed as a General Insurance Agent in British Columbia or ability to become licensed
- Experience within a broker management system is preferred
- Strong communicator with organizational and time management skills
- Technological proficiency (Microsoft Word, Excel, Outlook) and ability to learn new systems
- Able to work independently or in a team in a fast-paced environment and with a keen attention to detail

WHAT WE OFFER:

Brownridge & Company provides excellent compensation, Referral Bonuses, Group RRSP, Profit Sharing, an extended benefits package, and an environment that allows for both personal and professional growth. We are a progressive, rapidly growing brokerage, and provide a range of opportunities for career advancement. We have built a focused and fun environment that attracts and develops the best talent in our industry.

APPLY TODAY:

Candidates are encouraged to apply with their resume and qualifications, either in person at our Prince George office, or by email to: careers@brownridgeinsurance.com

Opportunity Awaits...

BROWNRIDGE
INSURANCE

