

# AUTO INSURANCE REPRESENTATIVE

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

## THE OPPORTUNITY:

We are seeking a motivated, career-focused individual to join our Auto Insurance team. While we welcome experienced candidates, we will also consider individuals new to the insurance industry. The successful candidate will be responsible for day to day ICBC Autoplan transactions, private auto and recreational policies, and handling all aspects of servicing existing and prospective Auto insurance clients.

## RESPONSIBILITIES:

- Walk-in ICBC transactions of all types (new plate, renewal and mid-term changes)
- Reviewing and processing Fleet and Commercial Auto transactions including Private Auto
- Assistance with batching/account reconciliation and inventory management
- Issuing private recreational vehicle policies (Vacation Trailers, RVs, Motorcycles, ATVs)
- Front-end client inquiries and payments
- Answering & transferring client phone calls
- General office duties

## 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, New Business & 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 are still the same brokerage and many of same people as our first three decades, but with the passion and excitement of a startup. We are a driven and focused group who are incredibly excited about what we are building, and how our firm and our people are contributing to our city and region.

## 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](mailto:careers@brownridgeinsurance.com)

Opportunity Awaits...

**BROWNRIIDGE**  
INSURANCE

