

PERSONAL INSURANCE REPRESENTATIVE

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

THE OPPORTUNITY:

We are seeking an experienced, motivated individual to join our Personal Insurance team. The successful candidate will be responsible for managing a personal insurance book of business and handle all aspects of servicing existing and prospective residential clients.

RESPONSIBILITIES:

- Advising personal insurance clients on lines of business including: homeowners, tenants, condos, seasonal properties, rentals, recreational vehicles and watercraft.
- Reviewing and processing policy documentation (Invoicing, Binders, Endorsements, Renewals, and New Business)
- Coordination of submissions and quotations with our underwriters and presentation to clients
- Periodic correspondence with lawyers, loss payees and other interested parties
- Claims Management – Reporting new losses, coordination and communication between policyholders, claims adjusters and contractors

THE CANDIDATE:

- Must be licensed a General Insurance Agent in British Columbia, and have at least one year insurance industry experience
- Post-secondary education is an asset
- Insurance industry designations are an asset (CAIB, CIP, CRM)
- Experience with Applied Systems EPIC 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 environment

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

Opportunity Awaits...

BROWNRIDGE
INSURANCE

