



**Position Title:** Sales and Customer Service Representative

<b>Rate of Pay:</b>	TBA	<b>Employment Type:</b>	Full-Time
<b>Job Location:</b>	St. Catharines, Hamilton, ON	<b>Hours of Work:</b>	9-5 Monday to Friday
<b>Application Deadline:</b>	10-Feb-12	<b>Start Date:</b>	ASAP

**Company Name:** Ned Insurance

<b>Street Address:</b>		<b>Phone:</b>	1-877-633-7576 ext. 105
		<b>Fax #:</b>	
<b>Web Site:</b>		<b>E-Mail:</b>	dsummers@nedinsurance.ca

**General Description of Duties:**

The Sales and Customer Service Representative will be responsible for building a client base through direct sales efforts and servicing and developing deeper relationships with existing clients.

**Responsibilities:**

The role will primarily consist of sales but with some customer servicing duties, responsibilities include the following:

**Sales:**

- Build the business by actively working all leads that are available
- Respond to prospect requests and inquiries in a prompt and professional manner
- Prepare accurate quotations for clients
- Track and report on activities as determined by management
- Meet monthly sales targets as determined by management

**Customer Service:**

- Servicing of existing personal lines home & automobile customers
- Respond to client requests and inquiries in a prompt and professional manner
- Underwrite renewals
- Request endorsements, cancellations and reinstatements as discussed with the customer
- Generate new business opportunities through existing customers

**Compensation:**

Base + Bonus: TBD

Benefits: Standard Health and Dental Benefits Provided

Vacation: 3 weeks

**Skills and Experience Required:**

**Experience & Qualifications:**

- RIBO or OTL licensed
- Minimum 2 year's experience in Personal Lines Insurance
- Knowledge of SIG XP and Compu-Quote an asset
- Excellent organizational and prioritization skills
- Attention to detail
- Exceptional problem-solving skills

- Team player adaptable to a changing environment
- Must possess a positive attitude and be passionate about delivering solutions to a high value client base
- Exceptional customer relationship skills
- High degree of initiative

**How To Apply**

Please apply by e-mail to: [dsummers@nedinsurance.ca](mailto:dsummers@nedinsurance.ca)

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