POSITION TITLE: Commercial Insurance Account Assistant

Employment Type (FT, PT, Contract): FT
Rate of Pay: TBD
Job Location: 2375 Skymark Ave, Mississauga, ON L4W 4Y6
Hours of Work: Standard Full-time
Start Date: ASAP
Application Deadline: January 31, 2020

COMPANY NAME: Jones DesLauriers Insurance Management Inc.
Street Address: 2375 Skymark Ave, Mississauga, ON L4W 4Y6
Phone: (416) 259-4625
Fax:
Email: careers@jdimi.com
Website: jdimi.com

General Description of Duties:

Jones DesLauriers is always looking for talent in the Insurance Industry! We are accepting applications for those who want to start a new career in commercial insurance or those who are motivated by being in an administrative role that offers basic commercial insurance knowledge that will help you succeed in higher level and more challenging insurance roles. The successful candidate will be responsible for the input of new business and marketing documents, the set up of new business proposals and other administrative duties to enhance the team’s effectiveness.

RESPONSIBILITIES:

- Issue certificates of insurance within 24 hours for assigned Account Managers and send to appropriate insurer
- Generate/issue liability slips for renewals, endorsements and new business
- Process documents: renewals, endorsements, and new business
- Invoice and execute on premium finance contracts and premium allocations
- Communicate with Insurers
- Run MVRs/driver abstracts, CVOR, etc.
- Generate applications/forms (e.g. SOV, Profits Worksheets etc.) with abeyance for follow up
- Maintain and update summary of insurance
- Update premium comparisons, summaries, executive summaries (if applicable)
- Input and update of claims and new clients information into EPIC
- Perform Auto Quotes on Compu-Quote when required
- Prepare renewal requests to clients 100 days in advance as directed by the Account Manager
- Manage effectively the abeyance system
- Check policy documents against binders issued
- Creating policy binders to send out to clients
- Assist with processing of mail and endorsements for the team
- Other duties as assigned

Skills and Experience Required:

- 1 year of insurance experience and EPIC brokerage software preferred
- University degree preferred
- R.I.B.O license required
- Working towards C.I.P. or C.A.I.B. designation
- Superb interpersonal skills and attention to detail
- Ability to be a self starter with strong written and oral communication skills as well as organizational skills
- Advanced skills in Outlook, Excel, Word

How to Apply:
If you are interested or know anyone that is interested in the above role please contact us directly at careers@jdimi.com.

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