

POSITION TITLE: Commercial Account Assistant

Employment Type (FT,PT,Contract): FT

Rate of Pay: N/A

Job Location: Mississauga

Hours of Work: N/A

Start Date: ASAP

Application Deadline: September 27, 2019

COMPANY NAME: Jones DesLauriers Insurance Management Inc.

Street Address: 2375 Skymark Avenue, Mississauga Ontario L4W 4Y6

Phone: (416) 259-4625

Fax: (416) 259-7178

Email: careers@jdimi.com

Website: <https://jdimi.com/>

General Description of Duties:

- 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:

Qualified candidates are invited to email their resume and cover letter to careers@jdimi.com

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