

POSITION TITLE: Commercial Account Associate - Port Hope

Employment Type (FT,PT,Contract): FT

Rate of Pay: N/A

Job Location: Port Hope

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:

- Handle a book of business of up to approximately \$500,000 in premium
- Responsible for retention of 95% on renewal book of business
- Manage renewal list of accounts at 120 days in advance of policy renewal
- Follow up and collect accounts receivables based on weekly accounts receivables report
- Answer client inquiries on the book of business and provide support to Account Managers on their book of business
- Market and communicate client accounts to Insurers
- Handle claims inquiries from clients
- Attend client and Insurer meetings/events as necessary
- 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
- Run MVRs/driver abstracts, CVOR, etc.
- Generate applications/forms (e.g. SOV, Profits Worksheets etc.) with abeyance for follow up
- Maintain and update premium comparisons, summaries, executive summaries (if applicable)
- Perform Auto Quotes on Compu-Quote when required

- **Manage effectively the abeyance system**
- **Creating policy binders to send out to clients**
- **Other duties as assigned**

Skills and Experience Required:

- **Minimum 1 to 2 years of commercial insurance experience required**
- **R.I.B.O license required**
- **Working towards C.I.P. or C.A.I.B. designation(s)**
- **Strong attention to detail, time management and analytical skills**
- **Ability to be a self starter with strong written and oral communication skills as well as organizational skills**
- **Advanced skills in Outlook, Excel, Word and EPIC**

How to Apply:

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

This job advertisement has been provided by an external employer.
Mohawk College is not responsible for the accuracy, authenticity or reliability of the content.