

POSITION TITLE: Commercial Account Manager

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:

- **Responsible for managing a renewal book of business**
- **Works closely with Producers and other JDIMI staff on all aspects of client service, marketing, and renewal while adhering to JDIMI's best practices and standard procedures**
- **Initiate Account Planning with Producer 100 days in advance of the renewal**
- **Maintain a retention rate of 95% or higher on your Book of Business**
- **Set clear expectation for client and business partners by providing same day response time**
- **In collaboration with Producers; coordinate, support plans, discuss arising issues and create comprehensive plans for existing clients**
- **Develops new business from existing accounts and assigned leads, and contributes to meeting departmental production goals. Identifies and follows-up on cross-selling opportunities when appropriate**
- **Responsible for the preparation of proposals for prospect and stewardship reviews for existing clients**
- **Manage account documentation (i.e., routine inquiries, quotes, binders, statement of values, insurance contracts, endorsements, cancellations, etc.)**
- **Review client's current coverage and exposures, loss experience and analyze risk to determine the product/service requirements**
- **Maintain up-to-date EPIC workflow documentation and ensures workflows are followed**
- **Ensure accurate and timely servicing and billing of accounts**

- **Participate actively in cross-sell campaigns and other initiatives as required**
- **Actively develop an increased knowledge of related insurance products and client needs**
- **May participate in or conduct client meetings when necessary**
- **Participate in training and professional development courses to enhance skills and industry knowledge**
- **Maintain positive working relationships with clients, staff, other JDIMI departments and offices**
- **Other duties as assigned**

Skills and Experience Required:

- **Minimum 5 years of commercial insurance experience required**
- **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 and EPIC**

How to Apply:

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

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