



Waypoint Insurance is seeking new colleagues to fill **Commercial Lines Account Manager** roles in the Victoria area, North Island area and Lower Mainland. These individuals will provide support to our Commercial Lines Account Executives with a range of critical tasks such as renewal book management, marketing, account administration, client contact and many others, all with the ultimate objective of satisfying our insureds with market-leading coverage, pricing, and service.

Why choose Waypoint?

Waypoint Insurance was founded locally in BC and now operates across 20 locations as one of the largest brokerages in BC. We have a large local presence, but we are also agile and dynamic in how we do business across the country. In 2019, Waypoint joined the Navacord group of brokerages. Navacord is a leading insurance and risk management brokerage firm dedicated to providing expert solutions to customers across Canada. With more than 2500 employees, Navacord is Canada's 4th largest commercial insurance brokerage.

We offer:

- Excellent benefits, competitive compensation, favorable vacation policy, strong learning culture with focus on personal development and career goals

Responsibilities:

- Managing renewal book for Account Executives
- Marketing and re-marketing of commercial insurance new business and renewals
- Negotiating terms with insurers in collaboration with and on behalf of Account Executives
- Reviewing policy documents for accuracy
- Creating thoroughly detailed and visually/aesthetically differentiated submissions and proposals
- Producing evidence of insurance
- Delivering policy documentation (virtually), fielding client inquiries, and engaging insureds in pre-renewal communication
- Providing support for special projects and other duties, as required, consistent with the scope of the role

Qualifications & Minimum Requirements:

- 3+ years of related and progressive experience in the industry with a strong working knowledge of commercial insurance products and current knowledge of the commercial lines landscape and various market appetites
- Experience in an insurance brokerage
- Level 2 License
- CIP or CAIB Designation, or working towards is considered an asset

Values, Skills & Experience:

- Professional attitude and positive work ethics
- Dedicated to excellence in superior customer service skills
- Team player and self-motivated to work independently, able to adjust to tight and changing deadlines
- Proven accountability and reliability in the quality and timeliness of work
- Excellent time management and organizational skills
- Critical thinker with strong attention to detail
- Proficient user of the Microsoft Office Suite
- Experience with insurance document management software

We're looking for people who see challenges as opportunities for accomplishment.

If you wish to discuss this opportunity, or you want to apply right away, please send your current resume and cover letter to: HRTeam@Waypoint.ca

