

INSURANCE ADVISOR

Position Title: Insurance Advisor

Location: 250-999 Canada Place, Vancouver, British Columbia

Duration: Full-time

Salary: Negotiable

Company Background:

SBC Insurance Agencies Ltd. is the only insurance brokerage in Canada that is owned by a non-profit Society, Sport BC. When insurance is purchased from SBC Insurance, the profits will stay local, providing revenue to Sport BC and furthering the programs and charitable organizations associated with amateur sport in British Columbia. SBC Insurance is a service-based brokerage recognized for their excellent customer service and dedication to their clients.

Your Role: Insurance Advisor

Job Description:

- Insurance broker and advisor responsible for establishing productive working relationships with clients and insurance underwriters.
- Responsible for determining the clients' particular insurance needs
- Focus is 95% commercial insurance and a 5% focus on personal lines/home insurance.
- Encouraged to generate new business with potential sales targets
- Responds to client inquiries in writing and over the telephone in a reasonable and timely manner
- Responsible for contacting clients 45-60 days ahead of policy renewal dates.
- Accounts receivables
- Providing insurance quotations to clients
- Requirement to keep up to date with the insurance industry by participating in educational webinars and continuing education
- Face to face meetings with clients where/when necessary
- Attendance to events to build relationships with existing and prospective clients
- No travel outside of British Columbia is necessary.
- Special projects as assigned.

Qualifications

- Full English proficiency – Written and oral communication
 - Second language is an asset
- University diploma and/or degree is preferred but not necessary

Qualifications Continued...

- Customer service experience
- Proven ability to work under pressure and tight deadlines
- Experience and proven ability using Microsoft office – MS Word, MS Excel and MS Outlook
- Typing speed of 45 WPM
- Level 1 general insurance license through the insurance council of BC
- Level 2 general insurance license through the insurance council of BC preferred
- No insurance experience required but a willingness to obtain your general insurance license within 3 months of hire date
- Experience using Power Broker and TAM an asset
- Organization skills
- Valid work permit in Canada

Why should you apply?

- Equal opportunity employer
- Excellent growth and advancement opportunities
- Continuing education reimbursement
- Extensive training and smooth on-boarding experience
- Starting point and entry to the insurance industry for those with no experience.
- Training provided by insurance licensees with a combined 30 years of experience.
- Remote working opportunities
- Monday to Friday schedule from 8:30am to 4:30pm.
- Weekends and statutory holidays off.
- Comprehensive health & dental benefits
- Commission for new business generated (subjects)
- Staff discounts
- Paid vacation/Time off

If interested, please send your resume and cover letter *electronically* to:

Email Subject: Insurance Advisor Application – [Full Name: First, Last]

Address to: Mr. Cameron Cheung

Contact: cameron@sbcinsurance.com

IMPORTANT: *Mailed applications will not be accepted. We kindly ask that you not follow up with a phone call after your application is submitted.* SBC Insurance Agencies Ltd. thanks all candidates who apply. Only qualified candidates will be contacted. Thank you.