

## **Career Opportunity:** Commercial Lines Account Manager (AM/CSR)

*Posted: April 13, 2022 | Open until filled*

### **Responsibilities:**

- Respond promptly and in a friendly manner to calls, mail, and emails, ensuring a high level of service.
- New business workflows with Account Executives.
- Review renewals and make recommendations, complete comparison quotes and remarket when needed, and ensuring that all renewals are delivered to the clients in a timely matter.
- Review and/or issue Certificates of Insurance.
- Accurately handle change requests with an emphasis on risk management.
- Handle complex accounts to provide creative solutions to meet the needs of our clients.
- Function as a front-line underwriter for qualifying, maintaining, and promoting sound quality business.
- Assist clients with reporting claims and follow-up in a timely manner to ensure quality service from our insurance partners.
- Manage account receivables.
- Work closely with Account Executives to identify other lines of business as cross-sell opportunities.

### **Qualifications:**

- RIBO License.
- 3+ years of insurance experience.
- Adapt to change and perform effectively under pressure.
- Strong organizational and time management skills.
- Team player with a strong work ethic and positive attitude.
- Excellent interpersonal, written, and oral communication skills.
- Ability to manage multiple tasks, and follow up on uncompleted tasks.
- Working towards CAIB or CIP Designation an asset, but not required.
- A strong attention to detail.
- Computer knowledge in MS Office products including Word, Excel, and Outlook.
- Experience with Power Broker and Policy Works would be an asset but is not required.



### **Benefits:**

- Excellent benefits package with no wait time before activation.
- RSP matched – up to 2%.
- In office or hybrid role.

**To apply to this role or inquire about opportunities to work at Tripemco, please contact [careers@tripemco.com](mailto:careers@tripemco.com).**

