



Career Opportunity: Commercial Lines Account Manager

Posted: May 30, 2024 | Open until filled

Responsibilities:

- Promptly and professionally respond to calls, e-mails and mail, maintaining Tripemco's high level of service.
- Create and execute new business workflows in partnership with Account Executives.
- Efficiently perform and implement the renewal process, including complete renewal reviews and making recommendations.
- Ensure policy information is accurately maintained in the policy management software system to streamline team workflow.
- Review requests for Certificates of Insurance as required.
- Accurately handle change requests and ensure risk management is prioritized.
- Provide creative solutions for all accounts in your assigned portfolio- from simple to complex/large accounts- to meet the needs of the client.
- Act as a front-line underwriter by working closely with clients to assess their insurance needs, ensuring their qualifications and promoting sound business solutions.
- Assist clients with reporting claims and following up in a timely manner to maintain the high-quality service from our insurance partners.
- Manage accounts receivables as required to ensure timely payments.
- Work closely with Account Executives to identify additional lines of business and cross-sell opportunities.
- Provide backup coverage for the team as required.

Knowledge, Skills & Abilities:

- RIBO licensed, with at least 3-5 years of experience in the insurance industry required.
- A Business Administration Degree would be an asset.
- Working towards CAIB or CIP designation is an asset.
- Computer savvy and proficient with MS Office Suite programs, especially Outlook, Excel & Word.
- A team player with a strong work ethic and excellent oral and written communication skills.
- Experience with PowerBroker and PolicyWorks would be an asset.

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- Strong attention to detail, including strong organizational skills and the ability to prioritize/manage workload under pressure with tight deadlines.
- A change-resilient, confident problem solver who can work autonomously will thrive in this fast-paced environment.

What's in it for you?

- Casual dress
- Company events
- Dental care
- Extended health care
- Paid time off
- RRSP match
- Tuition reimbursement
- Vision care
- On-site parking

To apply to this role or inquire about opportunities to work at Tripemco, please contact careers@tripemco.com.