



**Employment Opportunity
Customer Service Representative / Insurance Broker
Quill Lake**

Whether you are new to the Insurance Industry, or an expert we would like to talk to you. Our team is growing, and there is an opportunity for the right candidate to join our Quill Lake Office. Whether the position be Full Time or Part Time, is negotiable for the right candidate!

In this exciting role, you will recognize client needs and promote and support the product or service required by individual clients on a daily basis. You are self-driven, motivated, and are a team-oriented individual. Your focus aligns with ours; to build trusting, long term relationships with our clients and partners.

While the successful candidate will call the Quill Lake Office home, you may be expected to travel to our Humboldt office, for training purposes and to meet operational needs. Working alongside the entire Accent Insurance team, you will collaborate to better meet the needs of our clients. You will provide sales, services and renewals of insurance for both new and existing clients. This also includes SGI Motor Vehicle administration and issuing. As a highly motivated individual, you will recognize the clients needs to promote and recommend products or services that will benefit them. Throughout the service delivery, you will strive to build and foster a trusted, long-term relationship with our clients and partners.

Qualifications, Skills & Education

- Excellent Interpersonal skills
- Superior ability to effectively manage multiple tasks of competing priorities
- Exceptional organizational and time management skills
- Education and/or experience in office administration
- Insurance industry experience is preferred
- Knowledge of related computer systems including the Microsoft Office suite of products
- You must be Bondable
- You will be committed to life-long learning and will be expected to learn and grow with continued education and development within the industry standards. You will have a proven commitment to continuous self-development, along with participation in a detailed learning/career plan.
- A CAIB designation, or equivalent is considered an asset, but not required.

Accent Insurance Services is committed to your success! We are committed to ensuring you participate in a training program. Salary is competitive, based on qualifications and experience. In addition, you will be eligible to participate in our Group Benefits program, pension program, and Employee Wellness Program.

Applicants are invited to submit their resume and cover letter in confidence to:

Janet Kiefer, Agency Manager, Accent Insurance Services

Email: janet.kiefer@accentins.ca

This competition will remain open until filled.

We appreciate the interest of all applicants; however, only those under consideration will be contacted.