

JOB POSTING DETAILS

Employer	Young's Insurance Brokers Inc. (Young's Insurance SSM)	Job Type	RI
Job Title	Commercial Lines Technical Service Representative	Duration	Full Time
ES Job ID	12637	Location	Sault Ste. Marie
Date Posted	May 12, 2022	Closing Date	May 27, 2022

Job Overview - Description & Duties

Commercial Lines Technical Service Representative (TSR) - Permanent Full Time - Youngs Insurance, Sault Ste. Marie, ON
Competitive Wages including Benefits and Pension

Youngs Insurance Brokers Inc. has been providing insurance with integrity for over 110 years. Our mission is to provide our clients with the finest insurance protection, whilst providing a unique and custom-tailored experience. Our core services are anchored around protecting what matters to our clients, offering auto, home, commercial, life, employee benefits, and group insurance. Youngs Insurance prides itself on excellence in Customer Service.

We are searching for candidates with the ambition to succeed in the Insurance industry. If you are RIBO Licensed, or not licensed but interested in this field, please check out the IBAO website for more information. Youngs Insurance currently has an opening in our Sault Ste. Marie location, if you are looking to embark on an exciting journey in the insurance industry, come join our exciting team!

Full Job Description

The Technical Service Representative role assists the Commercial Lines Department in meeting service level objectives by updating client information and producing quality documents.

Responsibilities

- Process, issue and verify endorsements, renewals, and new business documents
- Prepare binders, motor vehicle liability cards and certificates of insurance
- Process invoices, finance contracts and accompanying client letters
- Update client data in Broker Management System (SigXP)
- Review claim notices and ensure timely reporting to Insurers
- Manage activities in SigXP by following up on open activities and closing upon completion of required assignment

Required Skills

- RIBO licensed preferred but not required
- Proficient in Microsoft Office - Outlook, Word, and Excel
- Excellent interpersonal, organizational, and time management skills.
- Thrives in a fast-paced, multi-faceted environment
- High attention to detail and accuracy, ability to multi-task and respond to time-sensitive deadlines.
- Commitment to a positive team dynamic

Other Requirements

NA

How to Apply

Send your resume to jpateman@youngsinsurance.ca by May 27, 2022 at 4:00p.m.
Only those who qualify for an interview will be contacted.