

# Account Assistant

## Personal Insurance

Northern Insurance Brokers provides our clients across Northern Ontario with expert advice in risk management and insurance.

As a broker partner of Navacord, one of the largest insurance brokers in Canada and a leader in Personal and Commercial Risk Management, our Account Assistants have the opportunity to build a successful professional career in the Insurance Industry, with access to Navacord's proprietary Programs & Products.

### SAULT STE. MARIE | REPORTING TO: Client Service Manager, Personal Insurance

#### POSITION OVERVIEW:

Northern Insurance Brokers is seeking an **Account Assistant** to join our **Personal Insurance** team in Sault Ste. Marie.

The candidate will be responsible for supporting our Account Managers by preparing forms and documentation, assisting with processing workflows, and contributing to a smooth and positive client experience. This position is designed to help you develop strong foundational skills in client service within an insurance environment, with clear opportunities for growth.

**No prior Insurance experience is required.** If you are skilled in Client Service and Relationship Management, we can support the development of your insurance knowledge through detailed training programs and licensing support.

#### RESPONSIBILITIES:

- ▶ Assist in processing internal workflows by submitting endorsement requests, preparing forms, liability slips, and other documentation as directed by the Account Manager
- ▶ Complete confirmations of insurance for new risks, policy renewals, and endorsements
- ▶ Develop quotes and potential client solutions in collaboration with the Account Manager
- ▶ Communicate with company underwriters, claims adjusters, and accounting personnel as required
- ▶ Contribute to the achievement of Organic Growth and enhancing Client Experience
- ▶ Continuously improving your technical and market knowledge through ongoing training & networking to achieve goals and deliver results

#### KEY EMPLOYEE BENEFITS:

- ▶ Competitive Compensation including a Full Benefits Package and RRSP matching
- ▶ Professional Development Courses and Designation opportunities
- ▶ Opportunity to work as part of a high-performance team of experienced and respected insurance professionals
- ▶ Expected annual compensation range of \$43,560 - \$53,240

#### THE IDEAL CANDIDATE:

- ✓ Possesses a professional Client Service background with the demonstrated ability to provide exceptional customer service
- ✓ Is dedicated to building their insurance industry knowledge and capabilities, with a long-term career focus
- ✓ Excels in a fast-paced environment by easily adapting, staying organized, and solving problems effectively
- ✓ Is a self-starter with strong written and oral communication skills, presentation skills, and organizational skills
- ✓ Post-Secondary Degree Required
- ✓ Fluent in English; French is an asset
- ✓ Advanced skills in Outlook, Excel, Word

**We are an equal opportunity employer who is dedicated to fostering a diverse workforce and inclusive company culture.**