




Role Description - Advisor

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ABOUT US

IN 2019, J.T. Insurance celebrated its 50-year anniversary as an independent, leading insurance broker. We value strong relationships with our clients and team members. We have a unique approach to working with our long-term clientele, delivering creative solutions so that they can achieve what matters most to them. We take advising, caring for, protecting and advocating on behalf of our clients seriously. If being a key member of a growing company where your ideas are listened to appeals to you, J.T. Insurance is the place for you. We are growing and need amazing people to help us reach our vision. We are a team of fun, dynamic and solution-oriented professionals in downtown Vancouver. We offer competitive wages, comprehensive benefits, flexible/remote work options and opportunities for learning, development, growth and advancement.



ROLE SUMMARY

The primary role of the Advisor is to identify, generate and actively pursue new business opportunities and qualifying prospective clients based upon the Company's/Advisor's Strategic Sales Plan, as well as develop sustainable client relationships year over year.



RESPONSIBILITIES

- Produces new business through networking and various other means of prospecting.
- Regularly contacts existing clients to ensure quality services is being delivered.
- Identifies needs of prospective clients through research and involvement with relevant resources, utilizes unit and company resources when possible.
- Identifies and presents appropriate products and services to clients.

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- Participates in targeted public relations activities.
- Maintains extensive market relationships.
- Educate clients; develops account strategies, presentations and other forms of communication with clients.
- Provides prompt and professional customer service working in conjunction, or supported by, licensed company staff assigned to Account Team.
- Prepares and delivers underwriting submissions, maintains appropriate documentation and/or correspondence.
- Provides prompt and professional customer service.
- Implements appropriate procedures for claims administration and loss prevention activity, as developed and approved by the Company.
- Other duties as assigned.



QUALIFICATIONS

- Level II Broker License.
- University degree or extensive industry experience.
- 3 – 5 years relevant work experience.
- Technical knowledge of product area or industry.
- Creative application of product markets.
- Strong time management skills.
- Flexibility and adaptability with the ability to multi-task and prioritize.
- Excellent written and verbal communication skills.
- Team player who is also able to work independently.
- Advanced skills in Outlook, Word, Excel, PowerPoint, EPIC and performing Internet research.
- Enjoys a fast-paced challenging environment.
- Attention to detail and accuracy.
- Ability to work well with others throughout the organization.



HOW TO APPLY

If you're looking for a fulfilling and challenging career within a dynamic organization, please submit a cover letter and resume outlining your fit to opportunities@jtinsurance.com

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