

Commercial Insurance Associate

ALIGNED Insurance is actively looking for detail focused, critically thinking people who are passionate about helping others and want to join a rapidly growing team/organization!

What Makes ALIGNED One Of The Best Places To Work?

- Our culture – Everyone from our Associates to Advocates are gifted ownership in the company each and every year to create alignment and to help everyone enjoy the benefits of being an owner!
- Work From Wherever You Want! – Our systems, operations, processes etc. have always been built to support a work from wherever you want arrangement.
- Always connected and part of a team! - Between interesting and diverse weekly all colleague Teams video calls, treat of the month, virtual and in person team events, wellness, life coach and personal training services available to all colleagues.
- Master of your own destiny – We believe in accountability and merit, which is why every associate has their own set of key performance indicators so your contribution is always recognized and appreciated.

More About ALIGNED:

ALIGNED is for people that believe insurance is more about helping people than maximizing profits. It's an organization that was built to exclusively serve the insurance and risk management needs of Canadian businesses. We want people that are keen to deliver an insurance experience, not just a renewal...

We Want To Discuss You Joining Our Team If You:

- Are an experienced professional administrator that thinks critically, has excellent attention to detail, above average typing skills and that understands...as we do...that administration is the foundation of every great organization!
- Have a university degree, college diploma, insurance industry or related experience.
- Are primarily motivated by the satisfaction and joy that comes from helping others.
- Have expertise and experience working with Applied Systems TAM or EPIC.
- Are organized, hardworking and love working in an environment where every day is different.

Primary Objective/Duties Of An ALIGNED Insurance Assistant:

- Working directly with ALIGNED Advocates to deliver an unmatched prospect and client service experiences.
- Assist and master key tasks like new account creation, certificate of insurance issuance, invoicing, preparing financing quotes, preparing client files and follow ups, reviewing policy documentation and preparing it for transmittal.
- Develop relationships with underwriters, financing partner and colleagues to ensure timely and accurate issuance of all documentation.
- Triage incoming calls and emails, quote requests and customer inquiries.
- Assist in Accounts Receivable tasks as needed, such as applying payments to client accounts.
- Understand and adhere to current workflows, policies, and procedures.

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The Ideal Assistant Advocate For ALIGNED Will Possess The Following Qualifications:

- Post-secondary education, Undergraduate Degree preferred, but not required
- Greater than 2 years of commercial insurance industry experience, 5 years of personal lines experience or 10+ years of professional administrative experience
- Computer skills – proficient in MS Office, Outlook, Applied TAM etc.
- Excellent customer service and conflict resolution skills
- Excellent verbal and written communication and presentation skills
- Strong organizational, prioritization and time management skills
- Excellent attention to detail
- Ability to work independently

Application Process:

If becoming an ALIGNED Insurance Associate interests you, please contact us or formally apply by emailing your resume and cover letter to: HR@alignedinsurance.com

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Applicants must be permanently eligible to work in Canada upon hire. Proof of eligibility may be requested and may come in the form of a copy of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, permanent residence card or confirmation.