
Position:	Broker	Branch:	Toronto
Department:	Broking	Status:	Full Time
Reports To:	Director, Broking	Direct Reports:	None

Primary Role Responsibilities and Accountabilities:

Reporting to the Director of Broking, the position plays a key role in developing and retaining business for our Commercial clients. The candidate should enjoy negotiating and building long term relations with insurance underwriters as well as leverage their technical insurance expertise to prepare effective proposals and reports.

Major Responsibilities:

1. Provide accurate and timely quotation terms and conditions for Account Executives to increase and retain client business.
2. Co-ordinate and develop marketing initiatives for clients, which includes negotiating terms for new and renewal business.
3. Support the growth of Commercial lines business using traditional marketing initiatives.
4. Work with the Director of Broking and key stakeholders in developing and executing insurance marketing strategy.
5. Actively participate in pricing, policy conditions and terms with insurance providers.
6. Effectively build new relations and maintain current relationships with insurance carriers to properly place business.
7. Provide expert technical insurance advice to Account Executives, Account Managers, and IBU staff in order to increase sales.
8. Prepare and analyze reports in order to provide accurate and relevant broking business intelligence.
9. Act as a Primary liaison between insurers and Account Executives
10. Obtain the most favorable terms on new business and renewals re-markets to increase new business review and improve account retention
11. Review insurer quotes and submit to producers and /or CAMs for preparation of proposals of insurance

Qualifications:

1. Post-secondary diploma/degree; preference in business/insurance.
2. RIBO licensed, CRM, or CIP.
3. 3-5 years' experience in commercial marketing/underwriting/broking role within a brokerage.
4. 3-5 years in the insurance industry, dealing with mid markets and commercial accounts.
5. Proficient in Microsoft Office – Outlook, Word and Excel.
6. Strong communication and multi-tasking ability.

Qualified candidates are encouraged to apply by submitting your cover letter and resume to careers@pblinsurance.com. To be considered, you must quote **job #T18-05**

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