



What you want to protect the most...we protect the best! At Erb and Erb Insurance Brokers, we are a “people-focused” organization who is dedicated to providing clients with best in class services and products within the insurance and financial services industry. Erb and Erb Insurance is seeking driven individuals to join their team who are energetic, ambitious and thoughtful to advocate for our clients.

Personal Lines New Business Producer

JOB SUMMARY:

We are currently looking for a New Business Producer to join our Personal Lines Teams. As the new business producer you will be a highly organized self-starter who will assist Erb and Erb insurance at reaching their new business and sales objectives. You will actively reach out within the community and be customer focused in ensuring to identify and understand your potential client’s needs and providing exceptional service.

RESPONSIBILITIES / JOB DUTIES

Your responsibilities / job duties will include, but not be limited to:

- Provide information about motorcycle, auto and home insurance products, determine the customer’s needs taking into consideration all available options
- Gather all necessary information for the completion of documentation required for insurance products
- Complete and perform home and auto insurance product sales
- Meeting or exceeding defined objectives
- Meeting or exceeding client quality and quantity standards
- Provide information about different available payment options
- Maintain up-to-date knowledge of home and auto insurance products and services
- File documents and information following the approved work flows
- Research and resolve customer problems, acting as the customer liaison between products when necessary
- Contact customers to notify them of any issues with payments or policies, etc.
- Verify documentation in regards to sales, claims and insurance changes for completeness
- Assist customers with standard account-related requests
- Complete claim information and assist customers with the appropriate course of action
- Cross-sell and up sell insurance products and services based on customer needs
- Connect with the community for referrals and new clients
- Support the implementation of change within Erb and Erb Insurance Brokers
- Participate in product training seminars
- Maintain a good level of knowledge of any regulations relating to the industry
- Maintain a high standard of business ethics and values
- Develop positive and professional working relationships with staff, clients and business contacts

QUALIFICATIONS AND EXPERIENCE

- College Diploma, University Degree or equivalent experience an asset
- Minimum 2 or more years' experience in a Customer Focused role within the insurance industry
- Active Registered Insurance Board of Ontario (RIBO) license is required
- Previous insurance sales experience an asset
- Excellent interpersonal and communication skills, both verbally and written, is a requirement
- Team Work
- High degree of self-motivation, ability to work independently and proactive self-starter
- Presentation skills
- Quality Orientation, Accountable and Dependable
- A positive attitude and high level of energy

If you would like to work in a small client focused environment, and you are committed to exceptional performance and success, please e-mail your resume and cover letter to sbourke@erb-erb.com including the position title within the subject line.

Erb and Erb Insurance Brokers Ltd. is an equal opportunity employer and is committed to a diverse workforce.