

*Position Title: Entry Level Insurance Broker*

*Reports To: Branch Leadership*

*Location: BC and Alberta locations*

*Reference # ZC-2017129*

*Career Choice:*

*Have you ever thought about a career in Insurance after graduation?*

*Are you are the type of person, who smiles when they greet the customer, or says hello and welcomes the ones you already know? Do you intuitively ask and check to ensure the customer has what they need? Do you ask and understand what might be important to the customer and feel an obligation to ask and ensure the customer understands choices or options? Are you the type of person that follows up, makes notes, and you feel a sense of service to the customer to ensure what was promised is delivered on time and correctly?*

*Are you the type of person that knows that by doing a job well is a journey and you want to effectively convey information to the customer in an effective manner?*

*Mostly are you the type of person that understands and cares about the customer as well as the value of how insurance makes a real difference in people's lives?*

*If you were nodding to some of these questions, a career in the insurance field may be a really good long term career fit for you!*

*Insurance involves more than filling out paperwork. Insurance is peace of mind. It is knowing that if something were to happen to your car, home, possessions, you are protected. In fact, Insurance is all around us and touches virtually everything we do in life and in business! To ensure our customers get the best options and services available, we are looking for new business graduates who enjoy helping and servicing others, and who enjoy solving problems in an entrepreneurial and dynamic workplace.*

*HUB International is offering this rare opportunity to enter this global and growing industry and will even assist you in obtaining your Level 1 General Insurance License. You will proactively build relationships, approaching your clients with both integrity and a service mindset. As a highly detailed and service oriented person, you make sure*

*all the needed documentation has all the i's dotted and t's crossed and clients feel understood and their insurance needs are expertly taken care of.*

*Choose a career with HUB International and take the first step toward creating a future that combines a diverse, challenging work environment with financial security and career satisfaction. By joining HUB you will become part of a rapidly growing company that offers significant opportunity for learning, development, growth as well as advancement.*

*As such we are actively recruiting a motivated and talented individual for the position of Entry Level Insurance Broker in our esteemed client's office.*

**Client Background:**

*HUB International is a leading North American insurance brokerage that provides a broad array of property and casualty, life and health, employee benefits, reinsurance, investment and risk management products and services throughout offices located in the United States and Canada. The company is the largest broker of insurance products in Canada and our client's dynamic team of insurance professionals provides insurance solutions for all types of business, government, and other organizations and continues to grow and expand its footprint across North America and beyond. Our client's dynamic organization prides itself with a winning employee culture and has had tremendous success through its people, and is led by a strong and experienced senior management team with strong financial performance. The company offers a great benefits program and compensation plan and rewards top performers.*

**Education & Personal Attributes:**

***Required:***

- *1-2 year Business Administration, Marketing, or Communications Certificate/Diploma.*
- *Ability to write and pass the Level 1 exam within 30 - 60 days (Employer Sponsored).*
  - *Thrive in a team environment and happy to help co-workers find the answers!*
  - *Positive, can do attitude!*

*Nice to Have's:*

- *Prior insurance industry experience.*
- *1 Year of Related Customer Service, Retail, Co-op Education, or Sales Experience.*

*Ideal Personal Attributes:*

*Client Focused: The client's satisfaction is the key priority and the candidate seeks ways to add value.*

*Clear Communicator: The candidate has the capacity to listen, write and speak so that others understand. In addition, they have a sense of social intelligence.*

*Goal Driven: The candidate is able to set goals and achieve them through personal commitment.*

*Takes Initiative: Takes action to avoid potential problems and/or maximizes potential opportunities. Finishes what they start.*

*Team Player: Works with fellow employees to achieve the shared goal of providing the best in customer service.*

*Has Integrity: Is true and honest with self and others and accepts responsibility for their mistakes.*

*Multi-Tasker: Completes work efficiently and accurately with minimum stress.*

*Persuasive: Ability to influence new and existing clients that our products and services are right for them.*

*Cognitive Ability: The candidate has logical reasoning and can interpret information quickly and accurately.*

**Requirements, Rewards & Specific Duties:**

**Requirements:**

- *You take pride in your client care, communication skills, and your ability to build strong relationships.*
- *Your excellent time management skills and attention to detail allow you to multi-task with ease which allows you to prioritize what needs to get done.*
- *You want an opportunity to expand your skills and knowledge within the industry and desire future career growth.*
  - *Customer service aptitude and experience.*

**HUB Offers:**

- *Competitive Market Salaries, Bonus, RRSP Match, Medical/Dental Benefits, Vacation*
- *Employer Paid Education & Training Programs, Professional Development & Insurance Courses*
  - *Flexible Work Hours*
- *Opportunities for Career Advancement and Professional Growth*

**Specific Requirements/Duties:**

- *Build relationships with clients, colleagues to grow your professional network.*
- *Proactively and creatively offer solutions using a diverse selection of ICBC and private insurance products while achieving performance targets.*
- *Process a wide variety of auto insurance transactions including renewals, new plates, transfers, cancellations, debt payments and more.*
  - *Develop new business by cross selling and making referrals to both personal & commercial insurance lines.*

**Factors for Success:**

- *Ability to write and pass the Level 1 exam within 30 - 60 days (Employer Sponsored).*
  - *Excellent written and verbal communication*

- *Exceptional customer service skills*
- *Ability to work in a busy, fast paced environment and handle high volumes of transactions*

*Contact: Please email your resume, transcript, and cover letter quoting job: Entry Level Insurance Broker by emailing directly to: [cindyhogan@zealotsconsulting.com](mailto:cindyhogan@zealotsconsulting.com)*

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