



## Company Overview

*AGR Insurance Brokers has been established in the National Capital region since 1954. We specialize in home and auto group insurance. Our main client is the Public Service Alliance of Canada with whom we have the mandate since 1984.*

*We are looking for a bilingual AMF broker (RIBO licence desirable asset). Working hours are 8:30 am - 4:30 pm and we offer competitive salary with great working environment and benefits.*

## Responsibilities

- Provide service to existing clients and selling the company's insurance products and services
- Assess client needs and provide advice on appropriate coverage levels and products
- Provide information and answer inquiries to new or existing clients
- Prepare documentation for clients
- Maintain thorough understanding of all products and services offered by the company
- Ensure files are accurate and up to date
- Maintain contact with clients to ensure satisfaction at all times
- Track claim activity
- Remarket
- Keep up to date with industry developments through training courses, seminars or publications

## Qualifications

- College diploma (AMF exams completed for Damage Insurance Broker)
- Additional industry related courses are preferred
- Previous customer service or call centre experience would be an asset
- Strong computer skills with experience in Microsoft Office products
- Experience with Agency Manager desirable
- Good problem solving and technical skills
- Excellent communication skills and able to work in a team environment

If you enjoy a working in a fast-paced environment and enjoy a challenge, then this may be the opportunity for you.

We look forward to hearing from you and welcome you to apply by sending your résumé to ;  
[harrisj@agrinsurance.ca](mailto:harrisj@agrinsurance.ca)

We thank you for your interest, but only candidates selected for an interview will be contacted.