



Job Posting: Commercial Lines Broker Assistant

Company Name: Halpenny Insurance Brokers Ltd.

Position: Commercial Lines Broker Assistant- Full Time- In Office Position

Location: 1550A Laperriere Ave. Suite 104, Ottawa, ON, K1Z 7T2

About Us:

Halpenny Insurance Brokers Ltd is the largest independent insurance broker in Ottawa with roots since 1912. We take pride in providing advice and personalized service to our valued clients, protecting what matters most to them, and offering comprehensive insurance coverage that suits their unique requirements. As we continue to grow, we are looking for reliable, driven, customer-centric, and team-oriented individuals to join our expanding team.

Job Description:

A Commercial Lines Broker Assistant works in office and provides administrative support to Account Managers and the Vice Presidents of the brokerage. You will act as a liaison between the account managers and insurance carriers. Your key responsibility is to review and process policy documents for the account manager and their clients and maintain regular communication with the team to coordinate renewals and policy changes.

Responsibilities:

- Managing the reception desk to welcome clients, colleagues, and visitors to the brokerage
- Answering a multi-line phone system
- Ordering office supplies and keeping record of inventory
- Providing administrative support to the entire team
- Assisting account managers with their client insurance policies including processing renewals, mid-term endorsements and creating profiles for new clients
- Maintaining accurate and organized client records and documentation in compliance with regulatory standards.
- Reviewing policy documents, invoicing premiums and generate Finance agreements for clients
- Work with accounting to reconcile month end discrepancies with billing
- Process requests for insurance certificates and liability slips

Requirements:

- College diploma, University degree or equivalent experience
- Excellent communication and interpersonal skills
- Strong organizational skills with a high degree of attention to detail
- Ability to effectively participate in multiple projects and meet deadlines
- Ability to work independently, manage time effectively

- Strong knowledge of Microsoft Office suite of programs
- Bilingualism (English and French) is an asset
- Experience in insurance service industry an asset

Benefits:

Halpenny Insurance Brokers Ltd. is proud to offer a wide array of benefits which include but are not limited to:

- Competitive Salary
- Employee Group Benefits, including Health & Dental, a wellness savings account, Group RRSP, etc.
- Personal and Professional programs that allow you to grow, learn and develop including on-demand e-learning programs and Tuition reimbursement
- Flexible and supportive Personal Days for employee or family illness, emergency etc.
- A collaborative working environment
- Educational assistance for industry designations
- Flexible Working Arrangements
- Supportive Management
- An Inclusive and Diverse culture

How to Apply:

If you believe you are the ideal candidate for this position and have relevant experience, we would be delighted to hear from you! To apply, please send your updated resume and a cover letter outlining your qualifications and why you'd be a great fit for this role to careers@halpenny.com. We look forward to receiving your application!