



Auto • Home • Tenant
Business • Life • Marine

AP Insurance is a general insurance agency servicing Surrey community for over two decades. We are looking for a **Commercial Lines Advisor** who is genuine about helping people and providing excellent customer service.

Responsibilities:

- Communicate with Insurers regarding new business & renewal terms, underwriting, inspections, stock reports, appraisals, statement of values and other underwriting forms
- Follow-up with client enquiries, requests, and any outstanding activities in a timely and professional manner
- Prospect and cross sell by identifying additional products/services that may benefit the client
- Process commercial renewals, new businesses, endorsements, cancellations, certificates, bonds, invoicing, etc.
- Apply technical underwriting expertise to a wide range of risk types and policy coverages to determine suitability for clients
- Apply rating and other terms as outlined in program agreements
- Provide feedback on successes and opportunities to management to assist in strategizing the path forward
- Assist in tracking aggregate Commercial Lines exposures across multiple contracts
- Provide support for special projects and other duties, as required, consistent with the department's scope
- Excellent customer service to our clients

Insurance Broker Qualifications and Skills:

- Level II General Insurance License
- 2 years' experience in the field (preferred)
- History in customer-facing sales
- Experience achieving sales targets individual and as a team
- Well versed in Microsoft office (i.e. Word, Outlook, Excel, Etc.), DocuSign, Adobe, Applied Webrater and Applied Epic
- Understanding of policy wordings/coverage's
- Strong sales and communication skills
- A great command of the English language
- Multi-lingual skills an asset

Schedule

- 8 hours per day
- 5 days per week
- Flexible work hours: Weekdays, Nights and Weekends

Benefits:

- Negotiated salary based on experience and qualifications
- Commission income
- Comprehensive medical, vision and dental benefits
- Career development opportunities

We aspire to be one of the best places to work for those who value integrity, teamwork, and sustainability. Each of us will grow personally and professionally by doing engaging work to help our community protect what matters most to them.



Proud member of IBABC

autoplan

604-502-9199

604-502-9190

info@apinsurance.ca

www.apinsurance.ca

Unit 101 - 12788 76A Avenue
Surrey, British Columbia, Canada V3W 1S9