



Auto • Home • Tenant  
Business • Life • Marine

AP Insurance is a general insurance agency servicing Surrey community for over two decades. We are rapidly growing and seeking a motivated, flexible individual that is willing to grow and learn alongside the company. We are currently looking for a **Personal Lines Advisor**.

**Responsibilities:**

- Process personal lines renewals, new businesses, cancellations, invoicing, etc.
- Advise coverages that best meet the clients needs
- Communicate with Insurers regarding new personal lines & 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
- Provide feedback on successes and opportunities to management to assist in strategizing the path forward
- 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.



autoplan

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