

Insurance Broker Job Opportunity

We are looking to hire an experienced personal lines & small commercial lines insurance agent to join our Halifax, Dutch Village Road team. As an insurance professional, you will be responsible for quoting both new personal and commercial lines, as well as servicing our existing customers, while cultivating lasting relationships.

Insurance Broker Responsibilities:

- Communicating with clients and prospects to discuss their insurance needs.
- Researching all the available policy options for the client.
- Working with underwriters
- Explaining policy details to the client
- Collecting premiums
- Processing client accounts
- Advising clients on risk management initiatives
- Perform claim submissions on insured's behalf and be an advocate when need arises
- Servicing existing policies
- Maintaining client relationships
- Handle phones, walk-ins and online interactions

Insurance Broker Requirements:

- Current General Insurance License
- Extensive knowledge of available insurance products
- A passion for sales and people
- Excellent communication and interpersonal skills
- Basic knowledge of Word, Excel and Epic software
- Attention to detail

What We Have to Offer:

- Open office environment, 5 days a week
- Welcoming workplace where ideas and questions encouraged
- Resources extend to our Windsor office as we work together as a team
- Salary range \$45,000 to \$50,000 with paid vacation

Want to become part of our family, please send your cover letter and resume to:

patrickschofield@schofieldlimited.ns.ca