



Company: Archway Insurance
Location: Springhill, Nova Scotia
Position: Group Insurance Sales and Service

The Opportunity

Archway Insurance is seeking a group insurance sales and service representative for their team in Springhill, Nova Scotia. To succeed in this position, you must genuinely enjoy helping and working with people. You are a self-starter that works well on your own, while contributing to a positive team environment. Your responsibilities will include:

- Providing high quality customer service to our clients via email, phone and in person
- Writing new group insurance business, reaching sales targets
- Following up on referrals from within the insurance brokerage, and from outside
- Promotion of Archway Insurance within the community, and professional representation of the brokerage in the community and at events and functions
- Managing a book of business including coverage changes, additions and new business cross selling
- Maintenance of customer records using a computer-based insurance software system
- Promoting client retention through regular personal contact and superior service

Qualifications

The ideal candidate will have the following qualifications:

- Three to five years experience in insurance and/or sales
- Minimum Life license for Nova Scotia and New Brunswick, or willing to immediately study and obtain licenses.
- Must be willing to continue education within the Life, Health and Group Insurance Department, and obtain necessary courses and licenses.
- Excellent communications skills and attention to detail and record keeping
- A working knowledge of The Agency Manager (TAM) broker management system would be an asset
- Must have own vehicle

Compensation

We offer an entry level salary with additional compensation based on sales and growth, full medical benefits, and a retirement savings plan. Archway is committed to continuing improvement and education, supporting staff participation in ongoing professional development opportunities

Archway Insurance is an Atlantic-owned independent insurance brokerage and one of the largest in the region. We are a growing, vibrant company, with the passion and expertise to meet all our clients' insurance needs.

For more information about Archway Insurance visit www.archwayinsurance.ca

Contact:

Please submit a covering letter and resume by October 31st, 2016 to:

Sheila Allan Via E-mail: sheila@archwayinsurance.ca
Life, Health and Group Insurance Department Manager

While we appreciate any expression of interest, only those applicants appearing to meet the criteria will be contacted.