



Job Title: Account Manager – Commercial Insurance

Full-time position working from our Bedford, Nova Scotia Office

Bauld Insurance is an award-winning and leading independent general insurance brokerage. We provide clients with unsurpassed expertise and customer experience in our insurance markets. Locally owned and operated, we offer our clients independent advice, advocacy, and insurance options. We sort through the complex world of insurance to help our clients be well protected.

The Position:

As Account Manager—Commercial Insurance, you will work with our clients to understand and meet their insurance needs. You will work with a dynamic team and manage an existing portfolio of clients. You will collaborate on the renewal cycle, handle day-to-day policy changes, liaise with our Insurer partners, and market policies as required.

Roles and Responsibilities:

- Support and build relationships with a designated portfolio of commercial insurance clients
- Respond to client inquiries quickly and efficiently, maintaining a quick turnaround time for any actions required on behalf of the client
- Review accounts at renewal, take steps to place coverage required by the client, remarket when needed, and adhere to binding authority set out by our Insurer Partners
- Respond to client inquiries quickly and efficiently, maintaining positive client relationships
- Identify upselling and cross-selling opportunities upon policy renewal
- Consistently acting to upgrade insurance market knowledge, staying on top of new products and policy changes.
- Answer inquiries about insurance coverage, deductibles, processes, and claims

Qualifications:

Candidates should be able to work in a team atmosphere or independently while delivering expected results. They should consistently convey a friendly and positive attitude while performing the role's duties with the client's best interests in mind.

- 3+ years of Commercial Insurance experience required
- CAIB and CIP or other relevant certifications/designations is a strong asset
- Active and in good standing provincial insurance license
- Knowledge of EPIC is an asset
- Strong communication and interpersonal skills while being solutions-oriented
- Comfortable in a fast-paced, dynamic environment
- Able to prioritize effectively, allowing you to exceed client expectations
- Proven organizational skills with a high level of attention to detail and accuracy
- Effective problem-solving skills and comfortable with technology

Bauld Insurance offers a competitive salary and bonus plan along with a comprehensive benefits package. We strongly believe in the importance of education and provide incentives to help our staff reach their full potential.

- Flexible medical & dental coverage and critical illness with a 50/50 cost share
- Life, dependent life and AD&D insurance options
- Retirement savings (RRSP), including company contribution matching up to \$1,000/year
- Educational expenses covered for CIP & CAIB designations
- Employee assistance programs
- Paid sick days
- Birthday off
- Two (2) half days per year of paid time off to volunteer
- CAIB & CIP education recognition program
- Employee referral bonus program
- Employee Assistance Program
- Minimum vacation time: 3 weeks to start
- Casual dress code
- Free on-site parking

Apply with resume and cover letter to: info@bauldinsurance.com

We thank all applicants; however, only those selected to be interviewed will be contacted.

- Start Date: September 1, 2024, onward
- Work Schedule: Monday to Friday 8:30-4:30
- Work Location: 7 Peruz Court, Bedford, NS
- Job Type: Full-time