

HG Insurance Agencies

Insurance Agent Level 2

Temporary Full-Time; 12 – 14 month duration

Posting Reference #20-01

HG Insurance Agencies takes pride in offering the right products, providing great service, and employing the best people.

We currently have an opportunity to hire a Temporary Full-Time Level 2 Insurance Broker to cover for a maternity leave (12 – 14 months duration) in our Castlegar office.

Upon completion of the leave coverage, the applicant will remain on staff and continue to be an employee of HG Insurance Agencies.

The applicant will transfer into a position as a Casual Employee.

As a Casual Employee, they will have the opportunity to accept additional shifts during peak workload periods, vacations, sickness and leaves of absence.

In the event that a permanent position becomes available in the future, the applicant would have the opportunity to apply for any internal job postings.

As a member of the team, this position is responsible for processing and batching Autoplan transactions,

In addition, this role will process Personal Lines insurance policy new business, renewal and endorsement transactions.

This is a temporary full time position working Tuesday through Saturday. Schedule as follows:

Tuesday – Thursday 8:45am – 5:15pm

Friday – 8:45am – 5:45pm

Saturday 8:45am – 2:15pm

Required skills, abilities and qualifications include:

- Secondary School Diploma or equivalent
- Level II Agent License
- Completion of Autoplan Basics
- Completion of Policy Centre Essentials Programs for Brokers
- Completion of Driver Licensing Customer Service Representative Training Program
- The ability to work in a team environment demonstrating excellent interpersonal skills
- The ability to perform tasks accurately in an organized manner giving attention to detail
- A proactive problem solver who can work efficiently to resolve client issues

We offer an excellent compensation package, career development and training opportunities. For more information about HG Insurance Agencies, visit our website at: www.hgins.ca

Interested applicants can submit a cover letter and resume by email

Quoting reference 20-01 by August 15, 2020 to npopoff@hgins.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.