



Insurance is  
our only business.

Date: October 22, 2019  
Location: Downtown – 830 Pandora Ave (Victoria, BC)  
Available: Immediately  
Position: Commercial Executive Assistant

HSM has been in business since 1983 and remains 100% locally owned and operated. We are an employer that supports career growth while emphasizing a workplace that's caring, engaging and rewarding. We're proud of our diverse culture of trust and respect with the drive to support all of our employees reaching their individual goals.

There are many benefits to working for a family-run organization:

- Flexibility in your working hours with consideration of your family needs
- RRSP matching
- Competitive wage package including holidays / extended health and dental
- Friendly and accommodating office atmosphere
- A strong network of local communities

We have one open position in our downtown office that requires a range of experience in general insurance.

This opportunity will give the right candidate the ability to work in our Commercial Lines department with their primary focus on supporting their assigned Producer by managing day to day administration needs. The candidate would be reporting to the Commercial Lines Team Lead as their supervisor.

Accountabilities/Duties include but are not limited to:

- All facets of Commercial Lines processing: reviewing/renewing policy of all types, following up on documentation requirements, approaching markets for quoting, keeping up to date with industry changes, ongoing training, maintaining internal spreadsheets and positive customer interactions.
- Entering information into the broker management systems (ie. Epic and Policyworks) as required for client maintenance including follow up activities and data entry.
- Completing processing requests and maintaining internal work procedures as demanded by business needs or absences.

Opportunities

- Ability to gain higher levels of insurance certification (CAIB, CIP, CRM/ERM).
- Ability to learn new skills and cross-training in all departments.

Candidate Requirements

- Working experience in Epic and Policyworks is an asset.
- General Insurance Level 1 License is required (Level 2 is an asset).
- General Understanding of insurance wordings, coverages and policy templates (working knowledge of Provider's portals is an asset).
- Willingness to learn and absorb new information quickly.
- The ability to be resourceful and work in a self-managed position.
- The ability to work in time sensitive and quick-to-issue scenarios, multi-tasking is a definite asset for this position.

We look forward to meeting you!