



Commercial Account Executive

About us:

Hendry, Swinton, McKenzie Insurance Services Inc. has been locally owned and operated in Victoria since 1983. Specializing in commercial and home insurance products, HSM is proud to provide our clients with access to Canada's best and most competitively priced insurance markets. Our slogan reads, "Insurance is our only business" for a reason – it's all we do.

The HSM Insurance team feels like a family – because it is one. We are a multi-generational team of insurance experts with a deep knowledge and experience, and we support one another to meet our common goals and support our clients. We offer competitive compensation packages, flexible hours, a great working environment, and opportunities for advancement within our organization.

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

- We support our employees to shape their career by encouraging continuing education and investing in training and development.
- We inspire people to do what they are passionate about by believing in integrity, respect and recognition of diversity and community support.
- We are a dynamic team where entrepreneurship, innovation and collaboration are at the core of our values.
- We offer competitive salaries and a multitude of benefits starting day one including generous medical and dental coverage, telemedicine, employee and family assistance program, and retirement and savings programs.
- We recognize the importance of work-life balance with our hybrid work program, wellness allowance, and year-round social activities and events.

About the Job:

As a Commercial Account Executive, you will be responsible for identifying and pursuing new business opportunities and maintaining a profitable book of business based upon the company's objectives and individual business plans.

If you are career-minded and looking for a dynamic work environment with a growth mindset, you will love working among our team!

Office information:

We have positions in at our Westshore office.

Victoria

830 Pandora Ave.
Victoria, BC V8W 1P4
250 388 5555

Westshore

963 Langford Parkway
Victoria, BC, V9B 0A5
250 478 5588

Duncan

951 Canada Avenue
Duncan, BC, V9L 1V2
250 856 9440

[HSMINSURANCE.COM](https://www.hsminsurance.com)

Your day as a Client Executive

- Proactively maintain and develop relationships with broker partners, clients, and their respective operations.
- Generate new and expanded business opportunities through existing broker channels, key insurer relationships, and a growing customer base.
- Make recommendations to prospects and current clients to update and enhance their insurance policies.
- Ensure required duties relating to new business and renewals are complete, in collaboration with fellow members of the team.
- Resolve client, carrier, and/or accounting issues, including coverage questions, collections, discrepancies, billing controversies, and claims.
- Ensure compliance with all regulatory procedures.
- Maintain regular consistent contact with existing clients to deliver quality service and meet needs.
- Respond to communication from clients and the marketing team in a timely and professional manner.
- Review new policy wordings and other documentation for accuracy and completeness.
- Maintain appropriate documentation for various accounts and/or correspondence.

Our ideal candidate:

- General Insurance Level 2 License is required.
- Passion for building relationships
- Excellent interpersonal, communication and presentation skills
- Ability to communicate effectively both verbally and written.
- Proficiency with MS Office Software (Word, Excel, Outlook).
- Prioritize tasks, set and achieve goals, think logically in solving problems and present results neatly, with clarity and precision in both oral and written form.

Wage:

This is a 100% commission role that comes with a well-established book of business. A 3-year salary guarantee is provided, with expected range of \$100 - \$150k

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