



## INSURANCE BROKER

Since 1939, Tench-MacDiarmid has been providing top quality service to its personal and commercial clients through the experience of its dedicated team of professionals. Founded in Temiskaming Shores, the organization has expanded to include offices in New Liskeard and Englehart as well as partnerships with Rivet Insurance locations in North Bay, Sudbury, Chelmsford, Mattawa, Timmins and Sault Ste Marie.

Tench-MacDiarmid is seeking a permanent full time Insurance Broker at our New Liskeard location.

**Location:** New Liskeard  
**Job Status:** Permanent – Full Time  
**Salary Range:** \$32,500 - \$40,000

The successful candidate will be eligible for our group benefit and retirement savings plans.

### DUTIES AND RESPONSIBILITIES

Reporting to the Branch Manager, the Insurance Broker will be required to:

- Develop and maintain productive, mutually beneficial business relationships with personal lines clients
- Consistently meeting or exceeding targets while maintaining a satisfactory loss ratio
- Reviewing and remarketing client renewals as they arise
- Keeping abreast of new developments/trends in the field of insurance

### REQUIRED QUALIFICATIONS

- A postsecondary education in a related field such as insurance, commerce or business administration
- RIBO license an asset, or willingness to obtain license
- 3 – 5 years experience in the insurance industry an asset
- Highly developed interpersonal skills
- Excellent communication skills in both oral and written capacities
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Bilingualism an asset

Applicants must send their curriculum vitae along with their cover letter and three (3) references to Mireille Mageau at [m.mageau@rivet-insurance.com](mailto:m.mageau@rivet-insurance.com).

Submissions must be received prior to **August 15, 2018**.

**Tench-MacDiarmid is an equal opportunity employer. Should you require accommodation in the recruitment process, please contact Human Resources.**