



## 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. We offer a support team conducive of underwriters/processing clerks that assist our brokers in their day to day operations.

**Location:** New Liskeard  
**Job Status:** Permanent – Full Time  
**Salary Range:** \$39,200 - \$47,400

The successful candidate will have four (4) weeks of paid vacation, six (6) paid personal days and will be eligible for our group benefit plan, our retirement savings plan and our contribution matching program.

### 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, or willingness to be trained
- 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).

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