

Post Date: January 16, 2012

Reference No: 2011-W2

ACCOUNT ASSISTANT

Our team is looking for professional, career-minded individuals like you to contribute to our ability to deliver unsurpassed expert advice and service. Since 1941, Lloyd Sadd Insurance has been experiencing continued and substantive growth. Our reputation in the industry is a direct result of us attracting exceptional talent and building a dynamic team. Today, we employ over 100 dedicated professionals and are one of the largest independently owned insurance brokerages in Alberta.

The Account Assistants are to work as a support team for the Account Managers and Account Executives in providing exceptional service to our clients.

Responsibilities may include but are not limited to:

- Deal effectively with client queries
- Manage workload according to importance and prioritize effectively
- Invoicing
- Follow up on outstanding documents from the Insured or from the Insurer
- Preparation of submissions
- Checking insurance documents for accuracy
- Attend "team meetings"
- Maintain schedules
- Claims entry and follow up on claims adjuster information

Qualifications:

- Level 1 Insurance License
- Insurance experience would be an asset.
- Must be working towards attaining or already have CIP or CAIB designation.
- Strong organizational skills
- Effective listening skills
- Lead by example in all interactions with staff and colleagues, demonstrating behaviours in support of teamwork, maintaining a professional approach at all times and upgrading personal knowledge and skills on an ongoing basis.
- Excellent verbal and written communications skills
- Ability to work independently and within a team
- Problem solving skills
- Positive and self motivated

- Ability to multi task in a fast paced environment
- Able to build and maintain lasting relationships with underwriters and customers
- High level of proficiency with Microsoft Office productivity suite. Advanced overall knowledge in a Windows environment
- Excellent organization, planning and prioritizing skills
- Skill in teamwork, communication, adaptability, along with a customer focus and business sense
- Ability to meet deadlines and communicate the status of assignments
- High degree of resourcefulness, flexibility, and adaptability

Apply now by sending your resume and cover letter to HUMAN RESOURCES at: careers@lloydsadd.com

NOTE: Please include the position title and reference no. in your subject line as noted above.

We thank all those who apply however, only those applicants chosen for an interview will be contacted. Applicants must be legally eligible to work in Canada.

Lloyd Sadd's success can be attributed to attracting, developing, and retaining dedicated team members. We are committed to a culture that motivates and recognizes high performance through professional development opportunities which include progressive responsibilities, recognition for effort and rewards based on results.

We offer an attractive and competitive compensation package that includes:

- Excellent Health & Dental Benefit Plans
- Tuition Reimbursement
- Employee Discounts
- And Referral Bonuses

For more information on our organization, please visit our website: www.lloydsadd.com