

# ASSISTANT BROKER

LloydSadd  
INSURANCE BROKERS



## EDMONTON| Reporting to: Director of Broking

### POSITION OVERVIEW

The Assistant Broker is the critical support component to members of our Broking team helping to facilitate the risk placement process. We are looking for a special, passionate administrative professional who can effectively manage their workflow around competing priorities without sacrificing service quality, and deliver consistent, high end results on schedule. The successful candidate will be detail driven, highly organized, and will be passionate about providing exceptional client service at all levels.

### RESPONSIBILITIES:

As the critical support component to members of our Broking team, the Assistant Broker works with the Broker to facilitate the risk placement process by:

- Checking insurance documents for both existing and prospective new clients;
- Review and organize client information into insurance submissions;
- Tracking insurer responses and quotations received;
- Preparing, updating and maintaining various documents such as spreadsheets, reports, proposals, and comparisons for use in client presentations;
- Collaborating and participating during team meetings;
- Performing other administrative support functions to assist the Broking team;

### REQUIREMENTS:

- General Insurance Knowledge considered an asset;
- Level 1 Insurance License preferred;
- Must have: advanced skills in Excel and Microsoft Office;
- Must have: excellent organization, communication skills; and an ability to adapt to changing priorities;

Qualified candidates are invited to email their resume and cover letter to: [hr@lloydsadd.com](mailto:hr@lloydsadd.com).



Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.