



## JOIN OUR TEAM AS YACHT DIVISION ACCOUNT MANAGER



### ABOUT US

Navis Marine Insurance Brokers is an independent brokerage, which allows us to always put our clients' needs first. Our ownership is 100% private, and we are proud to be a small business in British Columbia. We are dedicated to providing protection and insurance coverage for the unique needs of marine related clientele. We are fortunate to deal with the majority of the major Insurance Companies in Canada and are also Coverholders at Lloyds of London. This gives us global reach and brokering abilities comparable to major firms, yet we know our clients by name. [Learn more about us](#)

### CHART YOUR OWN COURSE – WORK WITH US

We are proud of the work we do for our clients, and we look forward to working with new clients. Our team is expanding and we are seeking talented individuals who want to build and grow their career with us. Our office is located in downtown Vancouver, British Columbia.

### ABOUT YOU

As a Yacht Account Manager, you work hard to build long-term, positive and effective business relationships with current and potential clients. You do this through active listening and curiosity in fully understanding your clients' needs and what is most important to them. You communicate in a clear effective manner both verbally and in writing, while adapting your communication style as required. You act with integrity by providing timely, precise and carefully thought out advice. Striving in a fast-paced environment you use your prioritization skills to adhere to tight timelines with accuracy. Your approach to problem solving is using creative thinking to find innovative solutions.

- Hold at minimum, a Level 1 Insurance Broker licence in British Columbia, Level 2 is an asset
- At least 2 years experience in the insurance industry
- It is in your nature to step up and assist your team as needed and are comfortable in a fast paced ever changing work environment
- Motivated to contribute each day to the growth of Navis Marine Insurance, and your own personal and professional development
- Proficient in MS Office (Word, Excel; Outlook); familiarity with THE AGENCY MANAGER (TAM)®
- Knowledgeable of boating and yachts with a passion for the water and marine environment is as an asset

## **WHAT YOU WILL DO**

### Business Management and Development

- Work closely with the Yacht Division Manager to meet current clients needs including renewals, mid-term transactions, abeyances and evaluation of future considerations
- Develop new business prospects, partnerships and initiatives through creating new or established networks
- Promote yacht business to appropriate underwriters and internal programs
- Represent Navis Marine Insurance at industry and community events

### Client Service Focused

- Work proactively with all clients to ensure the best possible client experience
- Professional management and attention to incoming telephone communication
- Educate clients on best possible solutions by clearing understanding their needs
- Approach inquiries or complex cases with integrity and care to find the best possible solutions for our clients
- Prepare new and renewal documentation, endorsements, invoicing and cover notes
- Professional management and attention to incoming telephone communication
- Maintain and update client information regularly
- Assist in the process of payments/refunds

## **HOW YOU WILL WORK WITH US**

- Build and maintain respectful, professional relationships with colleagues, clients, company underwriters and others
- Learn and understand Navis Marine Insurance business lines and interrelationships
- Contribute and support your team through working to build a sense of community in creating a positive healthy workplace
- Share your knowledge with colleagues and be open to feedback
- Embrace continuous learning in both your professional and personal development

## **WHAT WE OFFER**

- Competitive salary and performance bonus structure, with annual reviews and commission paid first year on referred business
- Comprehensive benefits package including paid vacation, Health Spending Account and Lifestyle Spending Account
- Career growth and advancement
- Mentorship and support
- Licensing fees are paid 100%
- Tuition support for professional development
- Professional yet relaxed work environment

To apply please provide a cover letter and resume outlining how you meet the above to Paul Mendham ([paul@navismarine.ca](mailto:paul@navismarine.ca))