

Iridium Risk Services Inc. provides professional risk management advisory and insurance broking services to the domestic and international energy sector. Our in-depth industry expertise and unique business model enable us to offer a level of service and understanding that is unmatched in our industry.

Iridium is a high-performance organization that attracts positive, team-oriented people who want to learn and grow every day. Our office environment is unique and inviting. We get excited by helping our clients. We love to laugh. We're strong on purpose, flexibility, appreciation and personal potential.

Title: Risk Technician – Part-time 20 hours/week
Category: Insurance – Commercial Lines

Job Description

In this role, the employee works in coordination with the account lead in all functions required to provide excellent customer service to assigned clients.

- Assists in identifying and offering solutions to needs of clients through research and involvement with relevant resources.
- Builds and maintain strong relationships with insurance markets.

Responsibilities

- Provide assistance in preparing and submitting marketing proposals to underwriters and participates in negotiation of terms and conditions.
- General administration duties, including invoicing, certificate preparation, pink card issuance.
- Processes renewal documents, mid-term policy changes, additions, deletions and cancellations including corresponding invoicing.
- Performs other duties as required.

Qualifications & Skills

- A minimum Level 1 Alberta Insurance License.
- 1+ years' experience in the insurance industry with experience in Auto, Property, Liability and Directors and Officers are considered an asset.
- Experience with The Broker's Workstation (TBW) considered an asset.
- Strong customer service skills.
- Attention to detail and strong organizational skills.
- Excellent verbal and written communication skills.
- Proficient computer skills in Microsoft Word, Excel and PowerPoint.

Please submit your résumé to the attention of the Executive Administrator at careers@iridiumrisk.com. Only candidates whose credentials are a good fit for this position will be contacted.

Iridium offers competitive compensation, exceptional benefits, continuing education and training.

