



**Employment Opportunity  
Customer Service Representative / Insurance Broker  
Quill Lake  
Permanent Full Time**

*We are seeking a Full Time CSR/Insurance Broker to work primarily out of our Quill Lake Office. You are a team-oriented individual, a self-starter. You will recognize client needs and promote and support the product or service required by individual clients on a daily basis. Your focus aligns with ours; to build trusting, long term relationships with our clients and partners.*

***The Successful Candidate:***

- Will primarily work out of the Quill Lake Accent Insurance Services office with some travel required between Quill Lake/Humboldt locations.
- Our employees are team-oriented individuals, and as the successful candidate, you will provide strong support to the Accent Insurance Office, Clients and partners by providing sales, services and renewals of insurance for both new and existing insurance clients, including SGI Motor Vehicle administration and issuing.
- As a highly motivated individual, you will recognize client needs and promote and support the product or service required by individual clients. Building trusting long term relationships with our clients and partners is our focus.

***Qualifications/Skills/Education***

- Excellent Interpersonal skills
- Superior ability to effectively manage multiple tasks of competing priorities
- Exceptional organizational and time management skills
- Education and/or experience in office administration
- Insurance industry experience is preferred
- Knowledge of related computer systems – Microsoft Office
- You must be Bondable
- You will be committed to life-long learning, and will be expected to learn and grow with continued education and development within the industry standards. You will have a proven commitment to continuous self-development, along with participation in a detailed learning/career plan.

***Applicants are invited to submit their resume and cover letter in confidence to:***

- Janet Kiefer, Accent Insurance, Email: [janet.kiefer@accentins.ca](mailto:janet.kiefer@accentins.ca)

***This competition will remain open until filled.***

*We appreciate the interest of all applicants; however only those under consideration will be contacted.*