

# Job Posting



**Job Title:** Account Executive/Sales  
Producer

**Reporting To:** Steven Godfrey, VP Aviation

**Department:** Aviation

**Location:** North York Office

## Company Overview:

*The Magnes Group Inc is one of Canada's leading independent insurance brokerages. Magnes has unique commercial insurance expertise in several industry niche markets, as well as private client insurance and corporate group benefits consulting. Magnes offers specialized services ranging from global insurance placement to innovative risk management strategies.*

*Magnes is licensed nationally across Canada with offices in Oakville, Toronto, Vancouver and Montreal. Magnes is also proud to be a member of the exclusive Assurex Global Network. Our clients benefit from strategic international partnerships with the ability to "think globally and act locally".*

*Magnes proudly employs some of the best insurance professionals in the business. Our team consists of a dynamic group of individuals, including some of the brightest minds in risk management. Our vision is to be a "magnetic" organization that naturally attracts and retains the very best in class of clients, suppliers, partners, and most importantly, our employees.*

*For more information, visit our website: [www.magnesgroup.com](http://www.magnesgroup.com)*

## Position Summary & Objective:

- As an Aviation Account Executive/Sales Producer you will be required to sell insurance products to targeted businesses in Canada on a new and renewal basis. The sales process will include the analysis of risks faced by clients and developing suitable insurance programs to address those risks. Insurance programs will be placed with insurers approved and contracted with Magnes. Development of underwriter relationships and awareness of insurer appetite and capacity is expected. Obtain and maintain licenses in all jurisdictions in which you have clients or are developing clients.

## Essential Functions:

- Sales
- Schedule meetings with "qualified" prospects to assess their business, risk and insurance needs
- Present proposals to prospects, negotiate terms and ultimately close the sale
- Solicit additional business from existing clients, and gain referrals to new prospects
- Work in accordance with Senior Account Executives to develop suitable insurance programs, matching the needs of prospects
- Confirm payment terms and obtain client payments for all successful sales
- Cross sell and upsell existing clients, seeking to further increase book size
- Respond to request for quotes from all sources (internal or external)
- Prepare all necessary new sales paperwork and submit to AA's for processing

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- Negotiate renewal terms with clients, providing recommendations and advice matching their needs, ultimately closing the deal

## Customer Service

- Ensure that clients' queries and requests are responded to in a professional and timely manner (internal & external)
- Develop strong, effective relationships with clients (internal & external)
- Ensure that the brokerage's service commitments and standards are upheld
- Work in a team environment alongside Account Managers, and Account Administrators, improving efficiency in resolving client issues
- Maintain strong communication lines with clients, discussing any changes that may occur and listening to their needs. Providing unrivaled customer service, exceeding expectations
- Act as an advocate on behalf of our clients to the insurance carriers

## Remarket Policies

- Review files and ensure client is with best market based on personal needs
- Quote policies with other markets when required
- Work with Account Managers to negotiate and obtain terms from insurers, to develop insurance renewal strategies, and to assist in handling any client service issues
- Perform accurate and thorough reviews of client coverage, exposure, and pricing
- Prepare all necessary remarket paperwork and submit for processing

## **Additional Duties:**

- Construct a target prospect list
- Generate a prospecting activity plan based on annual sales goals
- Develop "center of Influence" in order to generate potential referrals
- Conduct sales calls in a professional and effective manner
- Attend onsite appraisals
- Deliver client documents when necessary
- Develop strong relationships and communication lines with underwriters
- Maintain an ongoing working knowledge of all available carriers and products
- Actively participate in continued learning programs or training
- Attend company functions
- Exhibit the core values of the Magnes team

## **Performance Expectations:**

- Adherence to department workflows
- Adherence to department service standards to clients, employees & vendors

## Core Competency Standards:

- ACCURACY AND ATTENTION TO DETAIL – Ability to perform work accurately and thoroughly.
- COMMUNICATION – Ability to communicate effectively with others using the spoken and written word. Ability to actively attend to, convey, and understand the comments and questions of others.
- CONFIDENTIALITY – Ability to maintain strict confidentiality in accordance with MAGNES privacy guidelines for client and employee information, as well as proprietary information.
- CUSTOMER ORIENTED – Ability to take care of the customers' needs while following company procedures.
- RELIABILITY – The trait of being dependable and trustworthy.
- TEAMWORK – Ability to be part of a team and work cohesively to achieve goals.
- TIME MANAGEMENT – Ability to utilize the available time to organize and follow a systematic method of prioritizing tasks in order to complete work within given deadlines.
- PROFESSIONALISM – Represent MAGNES professionally both internally and externally at all times.
- INITIATIVE – Ability to make decisions or take actions to solve a problem or reach a goal.
- SELF-MOTIVATED – Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- RESPONSIBLE – Ability to be held accountable or answerable for one's conduct.
- RESPECT – Values the backgrounds, experiences, opinions, feelings and the contribution of everyone in the course of delivering our services.
- INTEGRITY – Recognizes that building trust demands honesty. Displays a commitment to doing what we promise. Ability to be truthful and be seen as honest and credible in the workplace.
- INNOVATION – Constantly strives to improve both our culture and the value proposition to our customers by searching for better solutions, processes and tools.

## Job Specific Competency Standards:

- ANALYTICAL SKILLS – Ability to use thinking and reasoning to solve a problem.
- ASSERTIVENESS – Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- DECISION MAKING – Ability to make critical decisions while following company procedures.
- NEGOTIATION SKILLS – Ability to reach outcomes that gain the support and acceptance of all parties.
- PERSUASIVE – Ability to influence others to change position or to adopt a specific point of view.
- PRESENTATION SKILLS – Ability to effectively present information publicly.
- PRODUCT AND MARKET KNOWLEDGE – Understanding and awareness of products and services offered, not only by MAGNES, but also by competitors. Takes the time to understand customer needs and is able to match products and services to those customer needs. Up to date on current industry changes.
- RELATIONSHIP BUILDING – Ability to effectively build relationships with customers, suppliers, and co-workers.
- TECHNICAL APTITUDE – Ability to comprehend complex technical topics and specialized information.
- WORKING UNDER PRESSURE – Ability to be flexible and complete assigned tasks under stressful situations in a professional manner.

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## Skills & Qualifications:

Education	- University Degree, preferred
Languages	- English, - Ability to speak French is an asset
License & Certification	- RIBO License - CAIB, CIP, & CRM is an asset
Industry Experience	- Minimum five years of insurance experience
Computer Skills	- Proficiency in EPIC, advanced MS Office & Excel skills
Other Technical Skills	- Working experience in Aviation Industry is a definite asset

## Compensation:

- Commission with Draw, or Base Salary & Bonus
- Vacation Days
- Personal Days & Birthday
- Sick Days
- Group Benefits Plan
- Registered Retirement Savings & Pension Plan
- Education Reimbursement
- Recruiting Referral Fees

Please send Cover Letter & Resume to: [Careers@magnesgroup.com](mailto:Careers@magnesgroup.com)