



# Mennonite Mutual Insurance Co. (Alberta) Ltd. Mennonite Insurance Agency Ltd.

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## Insurance Advisor (Full time) La Crete, AB

We are a stable, dynamic, growing Insurance Company and Agency who are looking for candidates seeking a long term commitment where they can reach their potential and grow with our company.

The successful candidate will become an Insurance Advisor in property, casualty and automobile personal lines insurance. As part of the sales and underwriting team, they will also play a key role in handling our existing Personal Lines business. Duties will include direct customer contact as well as other supporting technical duties, as part of a team.

### Responsibilities:

- Sales and servicing of an existing book of personal lines clients
- Provides customers with complete insurance coverage options with new product sales, policy limits and exposure reviews
- Receives and processes client requests and reviews documentation for routine policy changes, additions, deletions, renewals or cancellations
- Delivering ultimate client experience
- Communicate decisions, and respond to requests in a prompt and professional manner with client inquiries
- Influence the underwriting culture while supporting the company's risk appetite
- Maintain accurate records of decisions made and maintain completeness of policy data
- Learn rating procedures, wordings, underwriting policies and regulations
- Foster positive working relationships with internal and external parties, including other branch offices
- Travel will be required

### Qualifications:

- AIC General Agent Level 1 License – gained within 4 months of employment
- Analytical and problem solving skills with the ability to select and implement best solutions
- Strong attention to detail, analytical, problem solving and communication skills
- Strong decision making skills with the ability to provide justification.
- Strong customer service skills.
- Demonstrated planning and organizing skills with the ability to prioritize daily tasks

### Benefits of Working for MMI:

- Salaried position includes paid vacation time
- Comprehensive benefit plan
- Office position with weekday, daytime hours

Resumes should be directed to Amy Nadeau by:  
Email: [anadeau@mmiab.ca](mailto:anadeau@mmiab.ca)  
Phone: 403-275-6996

*La Crete Office: 9706 100 Street, Box 2260 La Crete, AB T0H 2H0*