



STRATFORD

UNDERWRITING AGENCY

Job Title:	Business Development Coordinator	Job Category:	Management
Department/Group:	Sales	Job Code/ Req#:	Job Code/ Req#
Location:	North Vancouver	Travel Required:	Travel Required
Level/Salary Range:	Level/Salary Range	Position Type:	Full-Time

Job Description

ROLE AND RESPONSIBILITIES

Reporting to the Business Development Manager, this position will effectively support execution of Stratford's broker marketing plan to generate profitable growth. As Stratford's sales administration subject matter expert, the role responds to broker admin counterparts through prompt and professional service and undertakes efficient design, delivery and custodianship of sales administration functions, tasks and documents.

- Effectively support the Business Development Manager's execution of the corporate marketing strategy,
- Develop and nurture relationships with external broker administration counterparts to facilitate smooth sales administration handoffs,
- Sales administration subject matter expert, supporting the department with procedural understanding and analysis,
- Drafting and distribution of bulletins, training content and job aids,
- Accountable for maintenance and improvement of key sales administration functions including sales reporting, broker relationship management lists, agency agreement document management, marketing supplies inventory,
- Work closely with business analysis and underwriting team members to establish protocols and solve problems, and
- Other business administration and analysis tasks as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 2+ years of sales and/or underwriting insurance experience is an asset,
- University degree or risk management accreditation (FCIP, CIP, CAIB, CRM or ARM) is an asset, and
- General Insurance Licence is preferred.

PREFERRED SKILLS

- Demonstrate and foster a drive-for-improvement mentality, strong commitment, and accountability while making sound recommendations,
- Focus on exceptional attention to detail, analysis and problem solving,
- Articulate, inspire, and engage commitment to a recommended plan of action,
- Excellent written communication skills,
- Self-starter, and
- Computer competency and expertise with Microsoft Excel, Word and Powerpoint.

Last Updated By:	Benjamin Horrocks	Date/Time:	September 29, 2020
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Contact HR at Stratford:

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