



## Autopac Customer Service Representative

Website: [www.jeminsurance.ca](http://www.jeminsurance.ca)

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JEM Insurance is a privately owned insurance brokerage with 3 locations in Winnipeg and one location in rural Manitoba. The company has been in operation since 2006 and licensed to sell insurance in Manitoba, Saskatchewan, Alberta, and British Columbia.

We are currently seeking an individuals for full time position as **Autopac Customer Service Representative**.

**The ideal candidate will possess the following qualifications:**

- Passed the Fundamentals of Insurance or CAIB 1 exam within the past 6 months and eligible for a Level 1 General Insurance License from the Insurance Council of Manitoba
- IWS Certification or willing to train
- Experience with customer service
- Experience with Microsoft Office, including Excel and Word
- Organized and efficient with a strong attention to detail

**Primary objective/role:**

- Provide MPI/Auto insurance sales
- Selling Travel Insurance/Emergency Medical
- Assist with Personal Lines Insurance renewals, with an opportunity to grow
- General office support

Office is open 8:30-5:30. Tues and Thurs til 7pm. Able to work flexible shifts, including evenings and Saturdays.

### **Benefits**

JEM Insurance encourages and offers the opportunity for career development, competitive salary, benefit package, and a friendly team work environment.

- Starting at \$15.50 / hr.
- Company paid licensing and membership fees
- CAIB course reimbursement with Educational achievement salary increases
- Paid benefits and matching RSP program
- Opportunity for advancement

If you are a motivated individual with a strong work ethic and would like join our Team – contact [swach@jeminsurance.ca](mailto:swach@jeminsurance.ca).