TIPI Insurance Services

Property & Casualty Account Executive, Full Time Permanent, Alberta

The Opportunity

TIPI Insurance Services is seeking our next **Property & Casualty Account Executive** to serve clients across the Alberta region. Our Account Executives are trusted advisors, strong communicators, and dedicated problem-solvers who understand the unique insurance needs of Indigenous communities and organizations.

In this role, you'll work alongside our skilled Property & Casualty team to grow our client base, maintain valued relationships, and deliver exceptional service to TIPI Insurance Services clients. You'll regularly meet with clients in their communities or workplaces, supporting them throughout the insurance cycle, from applications to claims advocacy.

Job Duties and Tasks

Business Development

- Partner with TIPI Property and Casualty team to pursue and secure new business opportunities
- Strengthen relationships to support client retention and satisfaction
- Cross-sell insurance products and services across the TIPI Group of Companies
- Promote value-added coverage options such as Errors & Omissions (E&O) insurance, Directors & Officers (D&O), Cyber Insurance, etc.

Client Service

- Present quotes, explain coverage options, and assist with policy binding
- Handle client inquiries and provide professional, timely support
- Act as a client advocate during claims and throughout the policy lifecycle
- Educate clients on their insurance policies and coverage details
- Manage key documents like Certificates of Insurance (COIs) and invoices

Administrative

- Gather and verify detailed insurance application data, including building specs, photos, and permits
- Maintain accurate records of insured properties and policy information

Your Skills

- Effective Communicator
- Knowledge in the P&C Insurance Industry
- A relationship-builder with a passion for supporting Indigenous Communities
- Highly knowledgeable of Indigenous Culture and Communities

Your Ideal Qualifications

- Minimum 5 years experience in commercial insurance
- CAIB or CIP designation and Level 2 Insurance Broker License required. *Level 1 license holders may be considered if willing to upgrade within 3 months.*
- Valid Driver's License required with ability to travel within Alberta and surrounding provinces as required.
- Familiarity with Statement of Values (SOVs) and insurance documentation
- Proficient in Microsoft Office and the EPIC Broker Management System

What we Offer

- Attractive salary and benefits package
- Group benefits and pension plan
- Opportunities for growth, development, and training within the insurance industry

As an Indigenous owned organization, we strive to create a welcoming environment for all, and to continue creating opportunities for Indigenous persons within our industries. Preference may be given to qualified Indigenous candidates. Please self declare on your application.

ABOUT THE TIPI GROUP OF COMPANIES

TIPI Insurance Services is part of the TIPI Group of Companies, which is an economic development engine that drives capacity and employment opportunities for our communities and clients.

Currently, the TIPI Group of Companies is made up of TIPI Insurance Partners, TIPI Insurance Services, Truth and Reconciliation Partnerships, TIPI Legacy HR+, and HQ Benefit Solutions.

We strive to provide products and services that contribute to individual and corporate health, wealth and longevity. Together, we provide professional advisement and access to services in six areas:

- Commercial Insurance
- Group Pension & Benefits
- Group Benefits Administration
- Human Resource Services
- Training and Development
- Talent Search & Recruitment

Our values of Trust, Compassion, Friendship, Social Responsibility, and Professionalism along with the Seven Sacred Teachings are foundational to who we are as a company and the work that we do.

To Apply:

Please submit your application to hr@tipipartners.com.

If this isn't quite you (yet), we are always willing to train the right person, or we may have another opportunity for you!