TIPI Insurance Partners

Client Associate – Commercial Insurance, Full-Time Permanent Winnipeg, Manitoba

The Opportunity

TIPI Insurance Partners is seeking a service-driven and detail-oriented Client Associate – Commercial Insurance to join our growing Property & Casualty (P&C) team. This role plays an important part in delivering responsive, high-quality service to our clients and supporting our Account Executives with day-to-day insurance needs.

This role works closely with clients, Account Executives, Marketing Brokers, and insurance partners to support day-to-day servicing, policy changes, claims, renewals, and insurance documentation while ensuring timely and high-quality client service.

Job Duties and Tasks

- Serve as a primary contact for routine client service and policy administration matters.
- Process policy changes, endorsements, billing inquiries, and Certificates of Insurance (COIs).
- Coordinate claims tracking, submissions, and insurer follow-ups.
- Maintain SOVs, driver information, and other client and policy data.
- Prepare proposals, renewal summaries, and premium breakdowns.
- Provide EPIC support, including data entry, prospect setup, and client information updates.
- Support renewal administration, document collection, tracking, and follow-ups.
- Support Account Executives with client service, administrative, and other P&C team activities.

Your Skills

- Strong commercial insurance acumen
- Excellent client service and communication skills.
- Proven ability to manage multiple files and competing priorities in a fast-paced environment.
- Well-developed communication and stakeholder management skills.
- Highly organized with strong attention to detail.
- Comfortable managing multiple deadlines with accuracy and efficiency

Your Ideal Qualifications

- Post-secondary education in business, administration, or a related field
- Minimum 2 years of commercial insurance experience, preferably in a brokerage or insurer environment.
- Working knowledge of commercial insurance, including property, casualty, liability, automobile/fleet, and related coverages.
- Must hold, or be willing to obtain, the appropriate insurance licensing required for the provinces serviced.
- Proficiency in Microsoft Office and broker management systems (EPIC preferred)
- Knowledge of Indigenous culture is considered an asset

What we Offer

- Attractive Salary
- Group benefits and pension plan
- Growth and Training

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. reference may be given to qualified Indigenous candidates. Please self declare on your application.

ABOUT THE TIPI GROUP OF COMPANIES

TIPI Insurance Partners 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

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!