



TIPI Insurance Services

Junior Marketing Broker, Full Time Permanent Saskatoon, Saskatchewan

The Opportunity

TIPI Insurance Services is seeking a detail-oriented, motivated, and collaborative individual to join our Property & Casualty (P&C) team as a Junior Marketing Broker. This role is ideal for candidates looking to build a career in the insurance industry, particularly in marketing and placement of P&C programs.

Working closely with Marketing Brokers and Account Executives, you will support the preparation of submissions, coordination with insurance carriers, and renewal processes, while ensuring accurate documentation and exceptional service delivery.

Job Duties and Tasks

- Support the marketing and placement process by gathering underwriting information, preparing submissions, and tracking renewal timelines for new business and renewals.
- Review applications and risk data for accuracy and completeness prior to submission to insurance markets.
- Coordinate and follow up with insurance carriers and underwriters regarding submissions, quotes, and outstanding requirements.
- Assist in analyzing insurer quotes, preparing comparisons, and supporting renewal summaries and reports.
- Prepare and maintain documentation including Statements of Values (SOV), certificates of insurance, endorsements, and coverage confirmations.
- Maintain accurate client records, assist with invoicing, and support resolution of coverage or placement issues alongside the Marketing Broker team.

Your Skills

- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and deadlines in a fast-paced environment
- Clear and effective written and verbal communication
- Willingness and ability to learn new systems and processes
- Knowledge of Indigenous culture and communities is considered an asset
- Basic proficiency in Microsoft Office programs

Your Ideal Qualifications

- Post-secondary education in business, administration, or a related field
- 1 year of experience in client service or administrative support is preferred
- Interest in insurance, risk management, or brokerage operations
- Team player who is adaptable and client-focused

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

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!