



TIPI Insurance Partners

Marketing Broker, Full Time Permanent Winnipeg, Manitoba

The Opportunity

TIPI Insurance Partners is seeking a detail-oriented and service-driven **Marketing Broker** to join our dynamic Property & Casualty (P&C) team. This role is central to our client service process, ensuring insurance applications, renewals, and endorsements are accurate, timely, and handled with care.

This role will work directly with Account Executives and insurance partners to submit, track, and manage coverage documentation while providing exceptional support to help meet the insurance needs of our clients.

Job Duties and Tasks

- Prepare, submit, and manage insurance applications for new business, renewals, and remarketing, ensuring timely and accurate placement of commercial P&C risks.
- Partner with Account Executives and insurers to market accounts, secure competitive terms, and support portfolio growth and retention.
- Obtain and evaluate carrier quotations, communicate market feedback, and address incomplete or complex submissions.
- Monitor renewal timelines, maintain accurate records, and flag key dates to ensure proactive service delivery.
- Issue Certificates of Insurance (COIs), process endorsements, and update Statements of Values (SOVs), confirming coverage accuracy with carriers.
- Produce annual P&C reporting, including quotes, binding outcomes, approvals, and premium trends.
- Manage billing for new business, renewals, and endorsements, ensuring accurate invoicing and complete documentation.
- Maintain organized, compliant, and up-to-date client files.

Your Skills

- Strong commercial insurance acumen
- 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
- Former underwriter or experienced marketing broker with a solid background in commercial P&C insurance
- Experience handling commercial lines placements; personal lines experience not required.
- CAIB or FOI designation preferred
- 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. Preference 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!