

Insurance Advisor

Navacord Insurance Services British Columbia Inc

Job ID

39425

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LOCATION	DATE POSTED	EXPIRY DATE	
733 Seymour St, Vancouver, BC British Columbia	18-03-2026	14-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$36.60/hour	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

The Insurance Advisor plays a key support and client service role within Navacord's Commercial Insurance team, focusing on the specialized needs of small business clients. This position contributes to a seamless client experience by providing insurance guidance, preparing accurate documentation, processing policies, and delivering high-quality service. Working closely with Risk Advisors (Producers), Account Managers, and underwriters, the Insurance Advisor helps ensure that clients' coverage needs are properly addressed and maintained throughout the policy lifecycle—from quoting and binding to renewals and claims support.

RESPONSIBILITIES AND DUTIES:

Recommend and provide appropriate insurance solutions, including coverage options, clearly explaining features, benefits, exclusions, and pricing to clients.

Assist clients in understanding policy terms, premium calculations, and payment methods.

Identify and solicit potential small business clientele through collaboration with Producers and the Venture team.

Maintain up-to-date knowledge of the company's appetite for risk, market trends, and binding authorities relevant to small businesses.

Monitor and assist with claims submissions, following up with clients and insurers as required.

Support retention efforts by anticipating client needs and identifying opportunities for account rounding and cross-selling.

Review, issue, and verify accuracy of policy documents, ensuring alignment with binding requests and insurer quotations.

Prepare tailored market submissions and proposals based on client data and risk information, negotiating terms and pricing with underwriters where appropriate.

Coordinate new application intake and renewal efforts in collaboration with Risk Advisors and Technical Administrators.

Ensure all required policy documentation and underwriting requirements are collected, completed, and stored appropriately.

Job Description

REQUIREMENTS:

1-3 years of experience in commercial insurance, preferably with small business accounts or in a brokerage setting.

High school; post secondary education preferred.

Level 1 General Insurance License – Provincial Licence

Knowledge of commercial insurance products, terminology, and industry best practices.

Strong organization skills with high attention to detail and ability to manage multiple priorities.

Excellent verbal and written communication skills, including professional client correspondence.

Proficiency in brokerage management systems (e.g. EPIC).

Customer-focused mindset with a collaborative and proactive work ethic.

Remuneration:

- \$36.60/hour
- 40 hours per week

Location: 733 Seymour St, Vancouver, BC, V6B 0S6

Apply to: bc.careers@navacord.com (please send your resume/CV to apply for this job)

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