



Join Winnipeg's newest boutique insurance brokerage!

APEX is seeking a customer service focused **Account Coordinator** with previous commercial insurance experience who desires to join an ambitious and growing team. As a Winnipeg-based, locally owned boutique firm, our team works collaboratively to ensure our clients receive the very best risk management expertise and advice. APEX recognizes the value of great people and we are committed to fostering a positive company culture that encourages the growth and development of every member of the team.

The ideal candidate will have an interest in the construction sector and enjoy meeting the unique requirements of our growing book of clients. Familiarity with surety bonding, builder's risk, and wrap-up liability insurance policies is a benefit. In this role you will actively review insurance documents, issue certificates, provide exceptional customer service, and become an integral member of our progressive team environment.

If you're the right person for this opportunity, you will have previous experience providing administrative support to a fast-paced insurance brokerage. Knowledge of the Applied Systems Epic management system would be a plus.

What you'll love about us:

- **Great Company Culture** - Positive company culture - having fun at work is encouraged!
- **Health Benefits** -Employer paid health and dental plan
- **Flexibility** -Flexible hours, vacation days and work arrangements
- **Continuing Education** -Enhance your skills, earn a designation, get reimbursed
- **Summer Schedule** -Winnipeg's summer is short, lets enjoy it while the weather is good!
- **Location, Location, Location** – close to Osborne Village we are centrally located near rapid transit with multiple parking options

Some of your responsibilities will include:

- Preparing and issuing certificates of insurance
- Ensure accuracy and timely issuance of client documentation including bonds, service agreements, invoices, policy documents, and endorsements.
- Assist with client proposals and reports
- Provide client support on their day-to-day insurance inquiries

Required Credentials

- Level 1 Insurance license
- Proficient in Microsoft Word and Excel
- References available

If you are interested in learning more about this exciting opportunity please submit your resume to careers@apexsurety.ca, or reach out to one of the Partners.

Who is APEX?

APEX is a boutique commercial insurance brokerage focused on providing strategic and advisory services to clients in the construction, design professional and real estate development sectors. We take a specialized, expertise driven approach to finding insurance and bonding solutions for our clients. As a finalist for the 2019 Insurance Business Canada Awards – Brokerage of the Year (Fewer than 10 Staff), our team is committed to continually investing in our people and having a positive impact on our local community.

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