

DEWHURST INSURANCE has been a trusted company in Northwestern Ontario since 1960. It is one of the oldest independent insurance brokerages in Thunder Bay and Nipigon and features choice and competitive pricing.

We are currently looking for a highly motivated and driven Licensed Insurance Broker to join our growing Personal lines team.

About the role:

Reporting to the Principal Broker, this position is a mix of both sales and service. To ensure success as an insurance broker, you should have extensive knowledge of available insurance products, a passion for sales, and excellent interpersonal skills. An insurance broker creates lasting and trusting relationships with clients by finding them the best product for their needs.

Responsibilities & Duties:

- Assess clients needs and provide accurate insurance advice to cater to client's satisfaction - understand the provisions of each policy and communicate this information to the client
- Review and verify endorsements, certificates of insurance, invoices to ensure accuracy
- Process new policies, renewals, changes and cancellations with a prompt response time
- Provide solutions to clients changing insurance needs while adhering to underwriting criteria set by our insurance partners
- Actively pursue warm leads and referrals provided - promoting and selling our insurance products to current and new customers
- Answer inbound calls and respond to online inquiries - acquire new clients
- Provide quotations, and routine follow-up with leads to bind new business (home, auto, trailer)
- Provide claims counselling or advice within the carrier guidelines
- Maintain a working knowledge of Dewhurst carrier portals, broker management systems, and policy management systems
- Participate in ongoing sales and service training programs

Qualifications & Skills:

- Must be RIBO Licensed – Previous insurance experience is required
- Highly motivated and organized and detail oriented, time management and organizational skills
- Ability to handle multiple tasks and duties simultaneously
- Strong verbal and written communication skills with friendly demeanor
- Independently motivated, with the ability to take on tasks and duties without immediate direction
- Ability to work in a fast-paced environment
- Advanced computer skills – good working knowledge of Microsoft Office is a plus
- Experience with Powerbroker is considered an asset

What we offer:

- Competitive base salary and commission structure
- Flexible Vacation
- Group Benefits
- Ongoing training and development programs
- Highly visible new office location

If you are self-motivated and driven, don't miss this opportunity for career advancement. Deadline for Applications is **Friday, September 18, 2026**.

We thank all candidates for their interest. However, only those selected for an interview will be contacted.