



Partner at Signature Insurance

Posted by Acera Insurance Services Ltd

Posting Date : 25-Feb-2026

Closing Date : 24-Aug-2026

Location : Kelowna

Salary : \$\$50,000–\$60,000 Per Year

Job Requirements

- **Education:** CIP designation
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ2276163

Job Description:

Complete job description

We prioritize our people. Acera Insurance, an employer of choice, provides an exceptional work environment and employee culture that generates worthwhile chances for every employee.

Our folks are:

inspired to question the established quo and never stop learning in their pursuit of perfection.
equipped with the freedom and feeling of responsibility to own their work.
respected and acted honorably by prioritizing customers, coworkers, and the community.
acknowledged for their accomplishments and take part in tiny and large celebrations to add enjoyment to their job.

Additionally, we are happy to provide the majority of our workers the chance to become owners. Acera Insurance is the only brokerage in Canada that has more than 650 employee owners. Because they enable Acera Insurance's success, our employee owners have a stake in the company and get to enjoy its success.

Change the perception of insurance by becoming a member of our award-winning network of more than 1,200 professionals throughout Canada.

SIGNATURE INSURANCE ASSOCIATE

Supporting the Signature Insurance team is a top priority for the Associate. The secret to success in this position is your keen attention to detail and excellent organizational abilities. Managing and controlling administrative workflow, investigating accounting anomalies such as statement discrepancies and account reconciliations, creating binders, spreadsheets, and letters, checking policy information and documentation for errors, advising brokers of errors and requesting rewrites from underwriters, monitoring document delays to clients (internal or external), answering client calls for pink cards and payments, processing changes on broker portals, reviewing renewals, and identifying missing coverages are all part of this role.

POSITION AND STATUS

Kelowna, BC, or Burnaby, BC
Permanent, full-time
Pay Range: \$50,000 to \$60,000

Qualifications

Having worked in the insurance sector for more than two years, I have a solid working understanding of personal insurance products.
An advantage would be having prior experience assessing and serving elite markets (Chubb Insurance, Aviva Ovation, and Intact Prestige).
A Level 1 General Insurance License from Alberta or British Columbia with the goal of earning a Level 2 CIP certification is advantageous.

COMPETENCIES & VALUES

A critical thinker who pays close attention to details
high level of ethics and professionalism
Excellent communication abilities
devoted to providing exceptional customer service and cultivating enduring connections at all levels.
Self-starter with excellent planning abilities
knowledgeable with insurance customer relationship software and an adept user of the Microsoft

Office Suite

shown responsibility and dependability in the quality and promptness of job

Capable of setting priorities in a hectic setting to fulfill deadlines

Adaptable and versatile with a track record of addressing problems

Performs effectively both solo and as a team.

The biggest independent brokerage in Canada run by employees is Acera Insurance. We take pride in being entirely Canadian-owned and run. With more than 60 sites across British Columbia, Alberta, Saskatchewan, Ontario, Nova Scotia, and the Yukon, as well as \$1.3 billion in gross written premiums, our staff offers objective insurance and risk management solutions with a unique Canadian viewpoint to individuals, families, and companies. In order to provide our personal and business customers throughout the country with more value, knowledge, and resources—including extensive group benefits—our collaborative work structure pools the power and experience of our employees.

Acera Insurance is dedicated to promoting diversity in the workplace in all its manifestations and is an equal opportunity employer. We invite everyone who meets the requirements to apply.

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