

**Insurance Account Representative**  
**Leila Hojabri Insurance & Financial Services**  
**Inc.**

**Location:** 5576 Manotick Main St., Ottawa  
**Position Type:** Full-Time | Monday–Friday,  
9:00 AM – 5:00 PM

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### Position Overview

We are an independently owned **Desjardins Insurance Agency** dedicated to hard work, determination, and helping our clients protect what matters most. As a well-established, top-producing agency, we are looking to expand our trusted team with individuals who are **ambitious, sales-oriented, and customer-focused**.

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### Responsibilities

- Promote and explain appropriate insurance products and services, Life Insurance, Home, Auto and Commercial Insurance.
  - Provide prompt, accurate, and friendly customer service, including policy inquiries, changes, transfers, claims submissions, and billing clarification
  - Meet deadlines with accuracy and attention to detail
  - Collaborate with the agent to achieve marketing, lead generation, and sales goals
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### Requirements

- **LLQP License** (required)
  - **OTL License** (required)
  - Prior sales experience (inside or outside sales, retail, or telemarketing)
  - Strong communication skills in **English** (required); **French** (preferred)
  - Self-motivated, goal-oriented, proactive, and detail-oriented
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### Work Arrangement

This is a **full-time, in-office position** in Ottawa, ON (not remote).

**Candidates holding an LLQP license only may be considered for a part-time, work-from-home, commission-based opportunity.**

**To apply to the jobs below,**

Send an email to [esjobs@ysb.ca](mailto:esjobs@ysb.ca) and be sure to include the following:

- Your full name
- The name of your YSB Employment Services Case Worker
- The Job Title of the opportunity you are applying to
- A short paragraph on how your skills match the job posting
- An updated resume that is tailored to the job that you are applying to