



**AVAILABLE POSITION:** Commercial Lines Processor

**LOCATION:**

Head Office  
#120 - 8067 - 120<sup>th</sup> Street  
Delta BC V4C 6P7

**DESCRIPTION:**

Full Time position 9:00am to 5:00pm (Monday to Friday)  
Effective immediately

**DUTIES:**

- Assisting the Senior Commercial Processor and Customer Service Representatives
- Assisting the Commercial Auto Representative

**SKILLS:**

At least 6 months Autoplan processing  
Knowledge of Fleet Insurance and Garage Policies helpful  
Experience with Power Broker  
Knowledge of Microsoft Word & Excel helpful

**“Attitude Plus”**

Willingness to learn & upgrade  
Awesome communication skills  
Team Player  
“Over the top” customer service skills

**Contact:**

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Check out our website at [www.atkinsonandterry.com](http://www.atkinsonandterry.com) for more info and to apply.