

June 15, 2011



Client Services and Branch Managers

These progressive positions are intended for junior/middle managers or those having their own small business/agency that can be merged with Whitehall Canada. Field and Regional Client Services Managers typical have hands on, day to day investigative responsibilities, while learning and being exposed to client relationships and general branch operations.

The talented candidate can step into the role of Branch Manager having achieved or having proven skills and knowledge.

SERVICE AREA: Vancouver · Calgary · Winnipeg · London · Windsor ·
Kitchener/Waterloo · Toronto · Fredericton/Moncton ·
Montreal · Niagara Region · Hamilton

SPECIFICS: Full Time/Part-Time/ Special Project

RESPONSIBILITIES:

- Complete investigative requirements – Surveillance, Background, Financial
- Provide professional investigative and sales reports
- Contacting existing and prospective insurance clients to promote our services
- Follow-up calls to existing and new accounts to ensure the client's expectations have been met
- Sales goals must be met or exceeded
- Travel required to market investigative services
- Attend tradeshow, conferences, meetings and other industry functions

QUALIFICATIONS:

- Must have excellent communication skills and be able to make both oral and written presentations
- Minimum two years experience in the insurance or investigation industry
- Proficiency in Microsoft Word, Excel and PowerPoint
- Knowledge of the insurance industry and insurance claims
- College or University graduates are preferred or those working towards Certification or Diploma in a related industry field

All interested and qualified candidates are welcome to apply in absolute confidence by forwarding their resumes to hr@whitehallcanada.com.

Management reserves the right to alter this job description at any time without notice.