

**THE INSURANCE COUNCIL OF MANITOBA
EMPLOYMENT OPPORTUNITY**

LICENSING OFFICER

This position is responsible for analyzing licensing applications and other licensing functions, and requires a very high degree of attention to detail, accuracy, multi-tasking, with the ability to prioritize and handle a large volume of work in a busy office environment.

Key Responsibilities:

1. Responsible for the review of licensing applications and processing of licenses for all insurance classes
2. Analyze and process licence terminations, close file letters and maternity/parental leave requests
3. Monitors individual applications and/or files to ensure appropriate support is available to the licensee and/or applicant
4. Respond to licensing and continuing education inquiries
5. Analyze the licensing file when an additional occupation is brought forward
6. Completes projects, including annual audits, in a timely fashion at the direction of the Manager
7. Make recommendations for effective and efficient handling of applications to the Senior Licensing Officer
8. Perform follow-up activities resulting from licensing meetings
9. Responsible for marking all classes of examinations, and updating Parscore with new examination results and answer keys
10. Build and maintain collaborative relationships with internal and external stakeholders
11. Maintain confidential client files according to Insurance Council of Manitoba policies
12. Provide relief to Receptionist/Examination Coordinator and examination proctor
13. Perform other duties at the direction of the Manager, Licensing & Administration

Skill requirements:

- Detail oriented, with a high degree of accuracy
- Ability to multi-task, prioritize and manage a considerable workload
- Strong organizational skills
- Strong communication skills, both verbal and written
- Ability to recognize and complete time-sensitive tasks
- Ability to work independently with minimal supervision, as well as in a team
- Knowledge of and experience with working in Microsoft Office
- Knowledge of *The Insurance Act* of Manitoba and its Regulations is considered an asset

The position is located at the Insurance Council of Manitoba's offices in downtown Winnipeg; working hours are 8:30am to 4:30pm, Monday to Friday. An immediate starting date is desired.

For information, please contact:

Stacey Aubrey

Manager, Licensing & Administration

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