

Willis Group Holdings Limited is a leading global insurance broker, developing and delivering professional insurance, reinsurance, risk management, financial and human resource consulting and actuarial services to corporations, public entities and institutions around the world. Willis has more than 400 offices in nearly 120 countries, with a global team of approximately 17,000 employees serving clients in virtually every part of the world. Willis is publicly traded on the New York Stock Exchange (NYSE: WSH). Additional information on Willis may be found on its web site: www.willis.ca and www.willis.com.

The Vancouver Office of Willis is at the forefront of the development of the business and is recognized as a key driver of competitive advantage. This provides exceptional opportunities for our team to participate in a wide variety of projects and activities.

We are currently seeking an **Autoplan Commercial Fleet Supervisor** for a one year contract in our Vancouver office.

Essential Duties and Responsibilities:

- Processing Fleet Renewals with ICBC as well as mid-term transactions such as vehicle additions and deletions, etc.
- Batching
- Pro-rate transactions
- Out-of-Province transactions
- Responding to client queries same day
- Conducting queries with ICBC
- Creating and managing spreadsheets such as premium comparisons

Knowledge, Skills and Experience:

- Must possess brokers license
- Minimum of two (2) years of relevant working experience
- Superior verbal and written communication skills
- Strong organizational skills
- Ability to work with various software products including all Microsoft Office products
- Candidate will need access to a vehicle for periodic inspection of VIN's in the Lower Mainland

To apply for this position, please forward your resume via email only to darlene.stevenson@willis.com and reference the title and reference code. Only those selected for an interview will be contacted.

Willis is an equal opportunity employer who supports Diversity.