



Administrative Assistant

Salus Mutual Insurance Company has an exciting opportunity for an energetic Administrative Assistant to join our growing team!

The Administrative Assistant is primarily responsible for providing backup to reception and for supporting various departments with administrative tasks, especially the Claims, Finance, Sales and Marketing, and Underwriting Departments. This role will be based out of Salus Mutual's Ridgeway office.

Intrigued?

Keep reading to find out what you can offer to this dynamic team!

Position Requirements

- Postsecondary education or equivalent training and work experience
- Other Than Life (OTL) General Insurance Agent License must be obtained within the first six months of this role
- Valid driver's license and own transportation
- Minimum one year of related experience
- Proficient in Microsoft Office
- Understanding of the mutual insurance system and its philosophy an asset
- Strong writing, editing, and proofreading skills

Personal Attributes

- Ability to work individually as well as part of a team
- Communication skills, written and verbal
- Maintains a positive working relationship and liaison with all business partners
- Ability to respond quickly in a dynamic and changing environment

Why Work for Us

- Competitive compensation package which includes base salary, benefits, and a pension plan
- Flexible, people-oriented working environment
- Opportunities for ongoing training and development
- A positive team environment with a focus on health, wellness, and community involvement

Who We Are

Salus Mutual Insurance Company was formed through the amalgamation of Howard Mutual Insurance Company and West Elgin Mutual Insurance Company, two well-established mutual insurance companies. We pride ourselves on professional, friendly customer service provided by employees and agents who understand our policyholders' needs and who put our customers first.

Interested?

Candidates are asked to submit a resume and cover letter detailing their qualifications and experience by email to Human Resources at hr@salusmutual.ca.

We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the recruitment and employment process as required under the [*Accessibility for Ontarians with Disabilities Act*](#) (AODA).

For more information about Salus Mutual Insurance Company please visit our website www.salusmutual.ca or follow us on [Facebook](#), [Instagram](#), or [LinkedIn](#).