



Customer Service Associate

Salus Mutual Insurance Company has an exciting opportunity for an energetic Customer Service Associate to join our growing team!

The Customer Service Associate is primarily responsible for acting as a first point of contact and providing general information to policyholders, vendors, and suppliers in a professional and friendly manner. This role will be based out of Salus Mutual's Dutton 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 three months of this role
- Valid driver's license and own transportation
- Minimum three years 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
- Compliance mindset
- Open and adaptable to change

Compensation

We value our employees and strive to provide competitive and equitable compensation. For this position, the salary range is between \$40,000 and \$55,000 per year, depending on experience and qualifications.

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](#).