



## Administrative Assistant

**Salus Mutual Insurance Company has an exciting opportunity to join our growing team!**

The Administrative Assistant position provides support to the organization by assisting with various support tasks as directed by, but not limited to, the claims department, underwriting department, accounting department and sales department.

### Position Requirements:

- High school education or equivalent training and work experience
- Postsecondary education or equivalent training and work experience
- Other Than Life (OTL) General Insurance Agent License preferably be obtained within the first six (6) months of this role
- Valid driver's license and own transportation
- Although related experience is an asset, a minimum of 1-year transferrable skill experience is required
- Proficient in Microsoft Office
- Understanding of the mutual insurance system and its philosophy an asset

### 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 (e.g., employees, Board members, customers, third parties, etc.)

### 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 is an amalgamation between 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 policyholder needs and 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 [amicka@salusmutual.ca](mailto:amicka@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](http://www.salusmutual.ca) or follow us on Facebook.