

Career Opportunity

Customer Service Representative / Agri-Business Underwriting Assistant

Westminster Mutual Insurance Company has been taking care of insurance needs in an individual way for over 150 years. Operating on a foundation of honesty, integrity, and community-based principles, we maintain the highest standards of personal service, never losing sight of the importance of the “Neighbour Helping Neighbour” approach.

THE OPPORTUNITY

This position is a unique opportunity for that special person who thrives on a variety of tasks in their day. We are looking for a full-time, in-office person to assist the Sales Agents & the Farm & Commercial department. Half of your day will be assisting our Sales Agents with the servicing of our insurance clients. The other half of your day will be to provide administrative & underwriting support to our Farm & Commercial department.

WHAT YOU’LL BE DOING

- 👁️ **Assist Company Sales Agents with servicing of insurance clients:**
- 👁️ Calculate valuations for homes and outbuildings
- 👁️ Assist in the insurance renewal process including follow-up motor vehicle abstracts, renewal letters, and updates
- 👁️ **Assist the Agri-Business underwriting department:**
- 👁️ Issuance of basic endorsements & cancellations
- 👁️ Data entry & task management
- 👁️ Set-up of new business & wordings documents
- 👁️ Assist in pre-renewal review
- 👁️ Follow-up with brokers & sales agents on account status
- 👁️ **Assist when needed as relief to Office Administrative Assistant a/o Reception**

WHAT YOU’LL BRING

- 👁️ High School Diploma and/or Post-Secondary Education
- 👁️ Familiar with MS Office – Word, Excel, Outlook
- 👁️ Excellent customer service, verbal & written communication skills
- 👁️ A positive, ‘can do’ attitude
- 👁️ Ability to work independently and efficiently in a fast-paced office environment

WHAT WE OFFER

- 👁️ A friendly, community-oriented workplace
- 👁️ Comprehensive benefits
- 👁️ Competitive Defined Contribution Pension Plan

JOIN OUR TEAM!

Interested? Please submit your resume and cover letter detailing your unique qualifications, experience and energy to hr@wmic.ca

We encourage applications from all qualified candidates and will accommodate applicants’ needs under the Ontario Human Rights Code throughout all stages of the recruitment and selection process. We encourage candidates to make their accommodation needs known so we can provide equitable opportunities.

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