



People Centered. Community Driven.

North Blenheim Mutual Insurance Company is seeking a dynamic, community-focused individual to join our team as Sales **Coordinator** to work directly with our Sales and Distribution Manager.

### **About Us**

North Blenheim Mutual is a policy holder owned Company. Part of the strong Ontario Mutual network of companies, providing Home, Farm, Commercial & Automobile Insurance to Policy Holders in Ontario for over 160 years. We are a growing company with deep roots in our community.

### **Candidate Attributes**

- Strong people and relationship building skills,
- Ability to work individually as well as part of a team,
- Maintains a positive working relationship and liaison with all business partners (e.g., employees, customers, third parties, etc.),
- Ability to multi-task,
- Details oriented,
- Excellent communication skills, written and verbal,
- Proficient computer skills,
- Demonstrates Integrity and utmost good faith,
- Project management skills
- Respect of privacy and confidentiality.

### **Position Overview and Responsibilities**

- Assists Sales Manager:
  - In developing and implementing sales strategies,
  - In developing and implementing sales processes to support effective sales functions,
  - In developing and implementing sales training, including workshops and training sessions,
  - In conducting sales audits, including preparation, analysis, and review of findings,
  - In preparing regular reports,
  - With other sales-related and customer service tasks/special projects as needed.
- Provide additional support and guidance for sales teams,
- Implement and oversee customer experience and satisfaction results by tracking and trending feedback, developing, and executing customer satisfaction surveys and recommend improvements to our sales processes,
- Provide support for marketing inquiries.

## **Position Requirements**

- Previous insurance experience is preferred,
- Other Than Life (OTL) General Insurance Agent License to be obtained within the first three months of this role,
- Valid driver's license and own transportation,
- Post-secondary education,
- Previous office experience an asset.

## **What We Offer**

- Comprehensive Pension plan and employer-paid Group Healthcare Benefits plan,
  - An Additional Health Care Spending Account is also included.
- People-oriented work environment
- We invest in your education through workplace sponsored CIP courses and other insurance programs that facilitate growth,
- Hybrid work environment.

## **Interested?**

If you are looking for a fast-paced environment with a growing company, please submit your resume, cover letter and salary expectations to Jennifer Ferreira, Sales and Distribution Manager, [jferreira@northblenheim.com](mailto:jferreira@northblenheim.com)

We are committed to a selection process and work environment that is inclusive and barrier free. The company will work with the applicant to arrange reasonable and appropriate accommodation for the selection process which will enable the applicant to be assessed in a fair and equitable manner. North Blenheim Mutual welcomes applications from people with disabilities.

**We thank all applicants however only those selected for an interview will be contacted.**