



People Centered. Community Driven.

Customer Accounts Technician

North Blenheim Mutual is a policy holder owned Company, situated between Kitchener and Woodstock, located in Bright, Ontario. 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.

North Blenheim Mutual Insurance Company is seeking a full-time Customer Accounts Technician. The successful applicant will be a full-time in office customer-focused professional who communicates effectively, works co-operatively, and demonstrates respect in a team environment.

Position Overview and Responsibilities

- Data entering of new insurance policies and endorsements in our policy management system
- Aid and facilitate Loss Prevention, Underwriting and Sales work as required
- Administrative support & front desk reception duties
 - Responding to incoming calls
 - Distribution of mail
 - Triage of customer accounts
- Provide administrative support
- Provide timely response to underwriting and customer issues
- Oversee office supply procurement and stock and other duties as assigned
- Reporting to the Underwriting Manager

Education and Experience

- Detail oriented with high level of accuracy
- Excellent computer skills including Microsoft Office, MS Excel & MS Teams
- Organize and prioritize work effectively
- CIP designation or working towards it would be an asset
- Ability to maintain confidentiality in relation to business operations
- OTL license or willingness to obtain it

North Blenheim Cares about its Employees

- Dress for your day – Casual dress attire for work
- Foster and provide a workplace that is collaborative in learning
- Comprehensive Pension plan and employer-paid Group Healthcare Benefits plan
 - An Additional Health Care Spending Account is also included
- We invest in your education through workplace sponsored CIP courses and other insurance programs that facilitate growth

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.

If you are looking for a fast-paced environment with a growing company that has a competitive benefit package please submit your resume, cover letter and salary expectations to James Hanchiruk, Underwriting Manager jhanchiruk@northblenheim.com.

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