



Ridgetown Customer Service Associate

HOWARD MUTUAL INSURANCE COMPANY is excited to add to our dynamic team. We are currently looking to fill the role of Ridgetown Customer Service Associate. This position is best suited for an individual with excellent customer service skills, hands-on experience in a fast-paced office setting, and is looking for a career in a thriving and supportive workplace.

HOWARD MUTUAL INSURANCE COMPANY is a well-established local mutual insurance company with locations in Ridgetown and Blenheim, Ontario, offering a rewarding and team focused environment. We pride ourselves on giving back to our community, providing exemplary service to our customers, and offering our employees opportunities for ongoing training and development. We provide a competitive compensation program which includes a comprehensive benefit and pension package.

The Ridgetown Customer Service Associate will primarily be responsible for acting as a first point of contact and providing general information to policyholders, vendors, and suppliers in a professional and friendly manner. The selected candidate will provide accurate and appropriate accounting support, administer inbound and outbound mail, and produce monthly claims balance for accounting purposes in a timely manner.

The successful applicant must obtain their Other Than Life (OTL) general Insurance Agent License within the first six (6) months of this role.

Requirements:

- Postsecondary education or equivalent training and work experience
- Minimum three (3) years of experience in an administrative role
- Other Than Life (OTL) General Insurance Agent License must be obtained within the first six (6) months of this role
- Understanding of the mutual insurance system and its philosophy an asset
- Proficient in Microsoft Office programs (Office 365, Word, Excel, and PowerPoint)

If you feel this is the job for you, please apply in confidence to HR@howardmutual.com. Preference will be given to applicants with insurance experience. This position is not a remote opportunity and will require in-office social distancing mandates.

We thank all applicants for their interest, however, only those considered 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 Howard Mutual Insurance, please visit our website or follow us on Facebook, Twitter, or LinkedIn

www.howardmutual.com

