



# Office Administrator

## POSITION SUMMARY

Tradition Mutual Insurance is currently seeking applicants for the role of Office Administrator. In this position, you will report directly to the Finance Manager. This position will provide support and assistance to our policy members by being the main point of contact for clients calling or visiting the office.

## JOB DUTIES AND RESPONSIBILITIES

- Handle incoming calls and visitors to the office, maintaining a professional and helpful attitude
- Accept payments from policy members via the phone or in person
- Office Administration specific duties may include, but are not limited to:
  - Maintain inventory of office supplies and washroom/kitchen supplies and ordering when necessary
  - Order supplies as required
  - Handle the ordering of meals for board meetings and staff meetings
  - Look after required space and travel bookings for conferences and offsite company meetings
  - Scan/fax documents as required
  - Pick up/distribute incoming mail –scan and e-mail agent correspondence
  - Handle the distribution of outgoing documents (primarily postage however some courier is also required)
  - Monitor status of postage meter and request payment to “re-load” the meter as required
  - Monitor status of “loss prevention” inventory and order as needed
- Underwriting Support:
  - Generate and distribute invoices for policy endorsements from Underwriting
- Accounting:
  - Compile and maintain secured file of authorized credit card information for monthly and quarterly payments
  - Follow up and resolve rejected credit card payments
  - Monitor required refunds of premiums for cancellations and endorsements and process payments as required within two business days of all required information being received
  - Backup on Accounts Payable payment recording and generation
  - Backup Accounts Receivable collections and follow-up

## EDUCATION AND QUALIFICATIONS

- Secondary School Completion required, further education in office administration, accounting, or similar field would be preferred
- Experience working with Microsoft Products preferred, working knowledge of an accounting system also an asset
- Interpersonal Skills – Should be tactful, compassionate and treats others with respect. Is professional in their approach and demeanor.
- Problem Solving Skills – solution focused attitude, always looking for ways of handling situations or improving on processes
- Flexible - Adapts to change and different ways of doing things quickly and positively. Eager and able to work independently or as part of a team
- Organization skills – The ability to use time, energy and resources in an effective way to meet job requirements.

**Note:** The above mentioned tasks are representative but should not be interpreted as all-inclusive of this position; Interested applicants can submit your resume by email. The closing date of this posting is **August 30, 2019**. We wish to thank all that are interested, however only candidates selected for an interview will be contacted.

Please submit resumes in confidence to Marty Mathieson, Finance Manager at [mmathieson@traditionmutual.com](mailto:mmathieson@traditionmutual.com)