



Office Administrator

POSITION SUMMARY

Tradition Mutual Insurance is currently seeking applicants for the role of Office Administrator. Our ideal candidate will possess some bookkeeping or accounting experience as well as strong communication skills. You will report directly to the Finance Manager and will be the first point of contact for customers calling or visiting the office. You will be supported in this role and will have the opportunity for advancement within our finance team or other area of our company.

JOB DUTIES AND RESPONSIBILITIES

As the first point of contact in the office you will be responsible for greeting, answering phones and working with customers to support their needs.

Accounting:

- You will be responsible to compile and maintain secured files 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 2 business days of all required information being received
- Assist with Accounts Payable payment recording and generation
- Assist with Accounts Receivable collections and follow-up
- Accept payments from policy members via the phone or in person

Office Administration:

- Computer skills will be used to posting and organizing documentation on the company intranet, scanning/faxing and review documents as required.
- Support underwriting by modifying, generating and distributing invoices for policy endorsements
- Organize and book training, conferences and coordinate details for company meetings attended by staff and board members
- 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
- Take minutes at meetings, as requested by Finance Manager and CEO.
- Maintain and order inventory for the office including, but not limited to, office supplies, washroom/kitchen supplies, “loss prevention inventory”

Communication:

- Professional and helpful attitude as you are responsible for handle incoming calls and visitors to the office

EDUCATION AND QUALIFICATIONS

- Previous experience working as an office administrator is an asset but not required.
- Post-secondary education or certificate in office administration, accounting, or similar field would be preferred
- Experience working with Microsoft Products, working knowledge of an accounting system is also an asset
- Ability to communicate effectively and in a professional manner both verbally and in writing.
- A 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 and as part of a team
- Highly organized with the ability to use time, energy and resources in an effective way to meet job requirements.

WHY JOIN OUR TEAM:

Tradition Mutual Insurance is an insurance provider who values and supports their employee and the communities they live in. If you are the successful candidate you will be offered a comprehensive benefits package including dental care, extended health care and disability insurance. We will encourage and support you to enroll in specific educational courses, through OMIA or other avenues, to advance your skill set and knowledge of finance and the insurance industry. We encourage a positive team atmosphere where social events and team meetings are organized throughout the year. Our newly renovated office is located in Sebringville, Ontario.

Note: The above mentioned tasks are representative but should not be interpreted as all-inclusive of this position; Interested applications please submit your resume by email. The closing date of this posting is February 28, 2020. 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