



Data Entry

Position Summary:

Tradition Mutual Insurance Company is currently seeking applicants for a data entry role on a 15 month contract with our Underwriting department. This position is located in our Sebringville office and it's a great way to begin your career, or simply to expand your existing skill set! Whether you are looking for an entry level role, or have more experience we look forward to hearing from all candidates with an eagerness to learn.

Job Type: Fixed term contract

Contract length: 15 months

Salary: \$15.00-\$18.00 per hour

Benefits:

- Casual dress
- On-site gym

Schedule:

- Day shift, Monday – Friday

Ability to commute:

- Sebringville, ON NOK 1X0: reliably commute (required)

Qualifications:

- Excellent analytical, organizational and time management skills
- Existing computer/data entry skills, with a willingness to learn new software programs
- Strong communication skills (both written and verbal)
- Ability to handle confidential and sensitive information

About us

Tradition Mutual Insurance has brought safety, security and certainty to our policyowners in an unpredictable world for over 140 years. As a mutual insurer, our policyholders are members and owners as well as our neighbours. We are proud to provide our members with the coverage and care we expect for our own homes, vehicles, farms and businesses. Working in insurance offers stability and comfort, knowing that our work does not stop for recessions or pandemics!

Interested applicants are asked to submit a resume and cover letter in confidence to Kim Wolfe, Underwriting Manager at kwolfe@traditionmutual.com.

We thank all applicants in advance;
however, only those candidates selected for an interview will be contacted.