

**JOB TITLE:** New Business Administrator  
**DEPARTMENT:** IDC Worldsource Insurance Network Inc. (“IDC WIN”)  
**REPORTING TO:** Director of Operations, Prairie Region  
**LOCATION:** Edmonton, Alberta

**JOB STATEMENT:**

Reporting to the Director of Operations, Prairie Region, and working in a fast-paced environment, the successful candidate will be responsible for processing new business applications and policy contracts. This highly motivated and energetic candidate must ensure all requests and inquiries from advisors, clients, and head office are processed accurately and in a timely manner according to the established service level agreements.

**ESSENTIAL FUNCTIONS:**

- Processing new insurance business, including: reviewing applications and forms for accuracy, submitting applications electronically and following-up on all pending cases until completion;
- Providing new business updates and reports to producers on pre-issue and post-issue requirements;
- Building strong working relationships with internal and external partners (i.e. life carrier companies and independent brokers);
- Providing exceptional customer service to all clients/advisors;
- Assisting insurance advisors regarding both new and existing policy information as needed;
- Preparing basic illustrations as needed; and
- Performing other administrative duties as required.

**JOB SPECIFICATIONS:**

- Post-secondary education
- A minimum 2 years of life and/or living benefits administration experience preferred
- Strong knowledge of Outlook and Microsoft Office programs (Word, Excel and PowerPoint)
- Strong customer focus, service orientation and professional acumen
- Excellent communication, organizational and listening skills and attention to detail
- Dedicated team player with the ability to take initiative and work independently
- Working knowledge of Wealthserv, Lifeguide and life insurance carrier product software an asset

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@worldsourcewealth.com](mailto:hr@worldsourcewealth.com).*

*Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*

