

JOB TITLE: Receptionist
DEPARTMENT: IDC Worldsource Insurance Network Inc. (“IDC WIN”)
REPORTS TO: Director of Operations, Prairie Region
LOCATION: Edmonton, Alberta

JOB STATEMENT:

The Receptionist will be responsible for performing a diverse range of administrative duties, combined with exceptional organizational skills and knowledge of the life and living benefit insurance industry. IDC WIN offers a professional, friendly and safe work environment to assist all of our staff to perform their duties to a very high standard.

ESSENTIAL FUNCTIONS:

- Answering and directing calls received through the main switchboard;
- Providing exceptional customer service to all clients and visitors;
- Scanning and recording documents for distribution and filing;
- Sorting, dating and distributing both incoming and outgoing couriers and mail;
- Building strong relationships with our head office new business team and advisors;
- Monitoring, administering, recording and reporting advisor licensing requirements;
- Providing administrative support to management and the new business administration team;
- Broadcasting industry and office communications to all associates; and
- Performing other administrative duties as required.

QUALIFICATIONS:

- Post-secondary education
- Mature and detail oriented
- Excellent customer service skills
- Comfortable and supportive in a team environment
- Strong knowledge of office equipment and computer proficiency, including Outlook Express and Microsoft Office programs (Word, Excel, PowerPoint)
- Require a sense of urgency and ability to prioritize responsibilities
- Outgoing and professional attitude with the ability to develop strong relationships with producers, peers, and supervisors
- The ability and desire to adapt to changes in circumstances

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.

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.