



Job Title	Office Administrator		Job #	2009009
NOC / NAICS	1241 / 524210		Date	September 14, 2020
Location	Newmarket: Main St. South		Wages	BOE Competitive with benefits
Experience (Yrs.)	<input type="checkbox"/> 0-1	<input checked="" type="checkbox"/> 1-3	<input type="checkbox"/> 3-5	<input type="checkbox"/> 5+
Hours/Week	40 hours/week			
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal		Schedule Availability	Mon-Fri 8:30-4:30
	<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT			
Benefits Available After Probation Period	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes:			
Workplace / Physical Requirements				
Company				
<p>Since inception in 2003, this Insurance business has continued to deliver a professional commercial insurance alternative that considers client service as a Number 1 priority and they passionately protect this essential foundation for success. Exceptional business volume growth and very high client retention demonstrate they are on the right track.</p>				
Job Duties				
<p>Join an established commercial brokerage located in Newmarket, Ontario that is looking for a Full-time, permanent Office Administrator to join their growing team. If you are interested in becoming part of a forward looking, creative and often ground-breaking team please apply!</p> <ul style="list-style-type: none"> • Answering six-line switchboard and welcoming visitors with prompt, courteous and professional service. • Preparation of client documentation • Invoicing, obtaining quotes for financing & processing applications/contracts • Data entry, filing, scanning and photocopying to maintain records in broker management system • Sort/distribute mail, filing and other administrative duties as required • Follow-up for outstanding policy documentation 				
Requirements / Candidate Profile				
<ul style="list-style-type: none"> • High School Diploma • Minimum of 2 years of related work experience required • Detail oriented team player with the ability to multi-task in a fast-paced environment • Strong communication skills (written and verbal) and customer service driven • Proficient in MS Office (Word, Excel and Outlook) • Ability to learn new software systems and adapt to shifting priorities in daily workflow • Previous experience in the insurance industry a definite asset • Opportunity to obtain RIBO License 				
How to apply				
<p>To apply please submit resume to HRQR@rnaces.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.</p>				
Disclaimer				
<p><i>RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.</i></p>				