



Career Opportunity – Claims Administration

Full-time, Permanent Position

Howick Mutual Insurance is an established and well-respected Ontario farm mutual located in Wingham, Ontario, providing insurance to the residents of Huron, Bruce, Grey and surrounding counties for over 150 years. We are seeking a dynamic, results oriented team player to join our Claims Team.

We are offering a competitive salary and benefits program in a flexible, hybrid, collaborative working environment.

Reporting to the Manager of Claims & Loss Prevention, this position is responsible for providing professional, accurate and timely administrative duties within the claims team.

Key Responsibilities:

- Receive and distribute incoming correspondence
- Set up new claims, contact brokers and co-ordinate with adjusters
- Respond to claims inquiries from brokers, policyholders and independent adjusters
- Adjust reserves, monitor, close claims and issue claim cheques as directed
- Prepare reports, written correspondence and forms
- Maintain and organize claims file system
- Maintain policy and procedure documentation
- Provide various other administrative duties for the team, including but not limited to faxing, photocopying, scanning
- Represent the company at industry functions, as required
- Maintain strict confidentiality

Qualifications:

- Proficiency in Outlook, Word and Excel; data entry experience
- Strong organizational and time management skills
- Excellent interpersonal, oral and written communication skills
- Ability to work well within a team environment
- Detail oriented with a high degree of accuracy
- Ability to multitask and adhere to strict deadlines
- Excellent customer service skills
- Insurance experience, preferably in claims, would be considered an asset

If you are interested in this exciting career opportunity, please submit your resume to hr@howickmutual.com no later than Friday, August 1, 2025.

We thank you for your interest; however, only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in the selection process.