



Career Opportunity – Office Administration

Part-Time, Permanent Position (Wingham, ON)

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

This position will provide professional, accurate and timely administration duties Monday - Friday mornings (15-20 hours/week).

Key Responsibilities:

- Receiving and sorting incoming mail and courier
- Monitor email and document management system for incoming correspondence
- Print policy documents, assemble and attach applicable forms
- Sort and prepare outgoing mail and courier
- May include other reception duties as required
- Demonstrate strong organizational and time management skills to meet workload demands
- Adhere to organizational policies and procedures
- Consistently demonstrate professional behaviour and a positive attitude
- Maintain strict confidentiality

Qualifications:

- Post-secondary education in office administration, a related discipline or equivalent working experience
- Working knowledge of Microsoft office; Outlook, Word and Excel
- Excellent communication (oral and written), interpersonal and organizational skills
- Ability to work well both independently and within a team environment
- Detail oriented with a high degree of accuracy
- Ability to multi-task and adhere to strict deadlines

We are offering competitive compensation, in a people oriented working environment.

If you are interested in this unique opportunity, please send your resume to hr@howickmutual.com no later than 5:00pm on Tuesday, March 21, 2023.

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.