The Centre
Skills Development & Training
thecentre.on.ca

Position: Administrative Receptionist

Company: Co-operators Insurance Company

Location: Oakville

Posting Date: Jan. 24/18

Position Type: full time

Closing Date: Feb. 28/18

To Apply: clarksonweb@thecentre.on.ca

Post ID: LM172-2

Posting Details:

Provide Administrative support to insurance office, with duties including but not limited to:
• Answering the phone and directing calls
• Schedule all appointments on the appropriate calendar
• Check the group email account and direct emails accordingly
• Process payments and email receipts
• Take care of our systems activities and act on all tasks
• Run quotes and send them to clients
• Follow up on quotes
• Policy changes – adding or removing new vehicles, adding or removing drivers

• Skilled in communication (verbal and written)
• Strong interpersonal skills
• Organizational and time management skills
• Candidate must be comfortable in a technology dependent environment including proficiency with Microsoft Office
Salary: $19 an hour

Near Trafalgar/Dundas

To apply, please contact your Employment Advisor;
Non-registered applicants, please email your resume to clarksonweb@thecentre.on.ca using the Post ID number above.
Thank you!

The Centre for Skills Development & Training works on behalf of employers and job seekers to match candidates to local opportunities.