

Now Hiring – Sales Assistant

The future amalgamated Salus Mutual Insurance Company has an exciting opportunity for an experienced Sales Assistant to join our growing team!

Reporting to the Business Development Manager (BDM), the Sales Assistant will assist the BDM with the day-to-day operations of the Sales Department. The Sales Assistant will act as the first point of contact for the BDM, by providing general information to employees, customers, and the public as required. The Sales Assistant will also support the Sales Team and BDM in order to facilitate public relations and connections with customers.

Intrigued?

Keep reading to find out how awesome you are and what you can offer to this dynamic team!

Position Requirements:

- Postsecondary education or equivalent training and work experience
- Valid driver's license and own transportation
- Minimum three years of related experience
- Proficient in Microsoft Office
- Experience with insurance software
- Strong writing, editing, and proofreading skills
- Understanding of the mutual insurance system and its philosophy an asset
- Strong knowledge of general office procedures involving procurement, travel, and budget management

Personal Attributes:

- Prioritizes and manages conflicting demands
- Communication skills, written and verbal
- Presentation skills
- Ability to respond quickly in a dynamic and changing environment

Why work for us:

- Competitive compensation package which includes base salary, benefits, and a pension plan
- Flexible, people-oriented working environment
- Opportunities for ongoing training and development
- A positive team environment with a focus on health, wellness, and community involvement

Who We Are:

Howard Mutual Insurance Company and West Elgin Mutual Insurance Company, (as of January 2023, amalgamated as Salus Mutual), are well-established mutual insurance companies. We pride ourselves on professional, friendly customer service provided by employees and agents who understand our policyholder needs and put our customers first.

Interested?

Candidates are asked to submit a resume and cover letter detailing their qualifications and experience by email to Human Resources at anna@yourh2r.com.

We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the recruitment and employment process as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*.

For more information about Howard Mutual Insurance Company please visit our website www.howardmutual.com or follow us on Facebook, Twitter, Instagram, or LinkedIn.

For more information about West Elgin Mutual Insurance Company please visit our website www.westelgin.com or follow us on Facebook.