

JOB TITLE: Receptionist
DEPARTMENT: IDC Worldsource Insurance Network Inc. (“IDC WIN”)
REPORTS TO: Director, Operations, Prairie Region
LOCATION: Edmonton, AB

JOB STATEMENT:

The Receptionist is responsible for providing mailroom services and general office administration assistance to the departments within IDC WIN. Punctuality and accuracy are prerequisites for effective performance in this position. The successful candidate will have initiative, maturity and the ability to follow direction.

ESSENTIAL FUNCTIONS:

- Providing administrative support to the management team and other support staff with administrative requests, including updating current processing systems;
- Answering and directing all calls received through the main switchboard;
- Greeting all customers and visitors;
- Maintaining and controlling conference room and facilities bookings;
- Coordinating and marketing educational and promotional events;
- Sorting and distributing incoming and outgoing couriers and mail in a timely manner;
- Updating the postage machine and producing monthly postage reports;
- Ordering, stocking and keeping track of kitchen and office supplies inventory;
- Keeping photocopier rooms tidy and stocked;
- Managing inforce policy service requests;
- Invoicing and record keeping;
- Assisting with investment processing and reconciliation; and
- Assisting with New Business administration requirements, inputting new business applications and policy services.

QUALIFICATIONS:

- Post-secondary education
- Office experience required
- Proficient with Microsoft Outlook, Word and Excel
- Professional and polished presentation
- Strong organizational and interpersonal skills
- Ability to multi-task and work with pre-determined deadlines
- Strong written and verbal communication skills
- Ability to work independently as well as within a team environment

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to hr@worldsourcewealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.