

**JOB TITLE:** New Business Administrator  
**DEPARTMENT:** IDC Worldsource Insurance Network (“IDC WIN”)  
**REPORTING TO:** New Business Team Lead  
**LOCATION:** Vancouver, BC

**JOB STATEMENT:**

Reporting to the New Business Team Lead and working in a fast-paced environment, the successful candidate will be responsible for processing new business applications and policy contracts. In addition, the New Business Administrator will assist the Case Specialists as required.

**ESSENTIAL FUNCTIONS:**

- Processing new business applications, policy contracts and delivery requirements;
- Distributing Inforce and new business notices;
- Scanning documents; and
- Assisting the Case Specialists with various duties, as required.

**JOB SPECIFICATIONS:**

- Post-secondary education
- Strong knowledge of Microsoft Office and Outlook
- Strong customer focus, service orientation and professional acumen
- Excellent communication, organizational and listening skills
- Dedicated team player with the ability to take initiative and work independently
- Working experience with the Wealthserv Insurance back office system an asset

**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](mailto: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.*

