

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;
- Building strong working relationships with internal partners (i.e. Life carrier companies and independent brokers);
- Reviewing the daily data feed report;
- Scanning documents; and
- Providing general office assistance, including switchboard backup.

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 and attention to detail
- Dedicated team player with the ability to take initiative and work independently
- Working experience with Wealthserv, Lifeguide and life insurance carrier product software an asset

COMPENSATION:

Commensurate with experience

****PLEASE NOTE THAT THERE IS A PREFERRED CANDIDATE FOR THIS POSITION****

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

