IDC WORLDSOURCE
INSURANCE NETWORK

JOB TITLE: Group Sales Support and Service Administrator
DEPARTMENT: IDC Worldsource Insurance Network Inc. ("IDC WIN")
REPORTS TO: Vice President, Group Services
LOCATION: Vancouver, BC

JOB STATEMENT:

The key role of the Group Sales Support and Service Administrator is to provide group marketing support and other support services to the advisors of IDC WIN.

ESSENTIAL FUNCTIONS:

- Coordinating RFQ submissions to insurers on behalf of advisors and developing the market summary report for advisors;
- Supporting the preparation of renewal reports for advisors as required;
- Managing the group request for the quote activity registry;
- Adjudicating myHSA claims;
- Collaborating on document and template development;
- Supporting advisors in contracting with IDC WIN on the group side and with various carriers as needed;
- Supporting the Group Business Development Executive in sales and marketing activities as required;
- Coordinating and providing support for the coordination of marketing emails, webinars and events; and
- Maintaining the group CRM system and assisting with the functionality reviews from time to time.

QUALIFICATIONS:

- Post-secondary education
- Minimum of 5 years' experience working with advisors and group insurance clients including sales, renewal processes and customer service
- Proficient in Microsoft Excel and comfortable learning new software applications and business specific systems
- Strong communication skills

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.