

JOB TITLE: Receptionist
DEPARTMENT: IDC Worldsource Insurance Network Inc. (“IDC WIN”)
REPORTS TO: Administration Team Lead
LOCATION: Mississauga, ON

JOB STATEMENT:

The role of the Receptionist is to provide frontline customer service and administrative support to the overall daily operational needs of IDC WIN.

ESSENTIAL FUNCTIONS:

Reception Duties –

- Answering and directing calls received through the main switchboard;
- Greeting all customers and visitors;
- Maintaining and controlling booking of conference rooms/facilities/kitchen; and
- Assisting in the handling of incoming and outgoing mail by sorting and distributing mail, maintaining mailing stations for all advisors and keeping track of mail items sent out by in-house advisors for billing purposes.

Materials, Supplies, Equipment and Facilities –

- Ensuring an adequate inventory of office supplies is available and initiating the requisition of items;
- Ensuring availability of carrier forms at all times by monitoring inventory on a weekly basis and initiating requisition from various carriers;
- Shipping supplies to advisors in the field upon request; and
- Reporting problems with facilities and equipment to the Vice President, Operations and coordinating repair/servicing with the landlord and/or vendors concerned.

Executive Assistance –

- Assisting management with typing of correspondence/reports;
- Maintaining calendar and appointment bookings for management, as required;
- Making travel arrangements;
- Assisting in the preparation of presentation and marketing materials, as required;
- Maintaining customer database; and
- Filing/photocopying/faxing.

JOB SPECIFICATIONS:

- Post secondary education
- Strong oral and written communication skills
- Excellent time management and organizational skills
- Dedicated team player with the ability to take the initiative and work independently
- Working knowledge of Microsoft Products – Word, Excel, PowerPoint
- Knowledge of life insurance carriers considered 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. 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.