

JOB TITLE: Contracting Assistant
DEPARTMENT: IDC Worldsource Insurance Network (“IDC WIN”)
REPORTING TO: Manager, Contracting & Licensing
LOCATION: Vancouver, BC

JOB STATEMENT:

Reporting to Manager of Contracting & Licensing, the successful candidate is responsible for processing and maintaining agent contract and license requirements at IDC WIN. The candidate must be detail oriented with solid organizational skills.

ESSENTIAL FUNCTIONS:

- Delivering contract requirements and confirmations to external clients;
- Reviewing contracting and licensing document completion;
- Submitting contracting and licensing documents to insurance carriers and regulators;
- Entering data to advisor profiles and maintaining records in advisor files;
- Tracking and following up on pending contract files;
- Reporting weekly contracting activities; and
- Performing other related functions as required and assigned.

JOB SPECIFICATIONS:

- Post-secondary education
- Strong interpersonal, oral and written communication skills
- Detail oriented and accurate
- Ability to handle multiple and conflicting priorities
- Working knowledge of Excel, Outlook, APEXA and MGA backroom administration 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.

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.

