

JOB TITLE: Group Business Specialist
DEPARTMENT: IDC Worldsource Insurance Network Inc. (“IDC WIN”)
REPORTS TO: Vice President, Group Services
LOCATION: Markham, ON, Vancouver, BC, Calgary or Edmonton, AB

JOB STATEMENT:

The successful candidate will be an essential member of the greater Group Services department. This individual will need to work in concert with others, in delivering a team approach to support of our customers, while looking after their own specific areas of responsibility. This is a dynamic position that requires a self-starting, adaptive, versatile person with effective communication skills.

ESSENTIAL FUNCTIONS:

- Coordinating RFQ submissions to insurers on behalf of advisors and develop market summary report for advisors;
- Running group insurance and plan quotes for proprietary IDC WIN programs;
- Supporting implementation and maintenance of Group Business Management system and assisting with functionality reviews from time to time;
- Supporting marketing and communications programming and processes;
- Performing back-up duties, such as preparing renewal reports for advisors;
- Managing RFQ Group Activity registry, including data input and maintenance;
- Managing New Business Implementations and Carrier Change Overs;
- Performing back-up duties, such as handling Adjudicating Health Spending Account claims; and
- Supporting Group sales and marketing activities as required.

QUALIFICATIONS:

- Post-secondary education
- 3 - 5 years’ experience working with advisors and group insurance clients – sales, renewal processes and customer service
- Proficient in 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.

