



People Centered. Community Driven.

North Blenheim Mutual is a policy holder owned Company. Part of 40 Mutual Companies strong, providing Automobile, Home, Farm, Commercial & Automobile Insurance to Policy Holders in Ontario for over 150 years.

North Blenheim Mutual Insurance Company is seeking a full-time Agent Care Representative. We are seeking a customer-focused professional who communicates effectively, works co-operatively and demonstrates respect in a team environment.

Position Overview and Responsibilities

- Entering new policies and endorsements in policy management system
- Reception duties such as answering phones, mail distribution, customer payments
- Provide administrative support
- Provide timely response to agent and customer issues
- Maintain inventory of office supplies

Education and Experience

- Friendly and customer focused.
- Minimum of 2 years' experience in property and casualty insurance
- Detail oriented with high level of accuracy
- Strong Microsoft office skills and quickly adapts to new programs
- Applied TAM or Applied Epic CRM
- Ability to maintain confidentiality in relation to business operations
- Organize and prioritize work effectively
- OTL licence or willing to obtain it

We are committed to a selection process and work environment that is inclusive and barrier free. The company will work with the applicant to arrange reasonable and appropriate accommodation for the selection process which will enable the applicant to be assessed in a fair and equitable manner. North Blenheim Mutual welcomes applications from people with disabilities.

If you are looking for a fast paced environment with a growing company that has a competitive benefit package please submit your resume, cover letter and salary expectations to Linda Heaslip, Underwriting Manager. Email to: lheaslip@northblenheim.com

We thank all applicants however only those selected for an interview will be contacted.