

## Claims Assistant

Halwell Mutual Insurance Company (Halwell) is seeking a highly motivated and adaptable individual as a full-time Claims Assistant to join its Claims Team. The Claims Assistant position is responsible for assisting the claims team manage Auto & Property damage losses, run statistical reports and correct errors, assist in document management, keep the department organized, and assist in preparing departmental reports. They will also assist adjusters with payments, work with external vendors, and other duties as required.

The successful candidate will possess:

- Community college Diploma or equivalent in Business or an Insurance Program
- CIP or progress towards same
- Strong interpersonal, organizational and decision-making skills
- Ability to work as part of a team
- Strong sense of accountability and ownership of their work
- Very strong verbal and written communication skills

Preference will be given to individuals with working experience within the insurance industry.

### About Halwell

**We have a strong network.**

Halwell Mutual Insurance Company is one company in a community of Ontario farm mutuals that work together, creating a great work environment and many opportunities.

**We care about the growth & wellbeing of our staff.**

We have a friendly, caring place where you use your skills and experience to help our team continue to deliver top rate service to our broker partners. And, because of our large network, staff members have regular opportunities to learn and grow professionally.

**We are strong, and have been around for a while.**

Halwell is a policyholder owned, financially secure, community-based property and casualty insurer located in Guelph, Ontario. Halwell has been insuring the property assets of rural, small town and urban policyholders for over 155 years with Gross Written Premium base of over \$20 million. It offers high quality insurance products for farm, property, commercial and automobile through a dedicated team and experienced broker distribution network.

**We have a great location and great perks.**

Our beautiful brand new office is in the South end of Guelph, in the new Hanlon Creek Business Park. We're close to the 401, Hanlon Pkwy, and downtown Guelph – so it's easy to get here, and there's lots happening around us! As well, our new building boosts employee wellness with a gym, outdoor patio, well-equipped comfy lunchroom and collaborative seating areas, many walking trails, and more! We have regular lunch and breakfast gatherings, and enjoy a very friendly and open atmosphere.

If you meet these qualifications, and are interested in joining a dynamic team environment, please reply in confidence with a detailed resume to [hr@halwellmutual.com](mailto:hr@halwellmutual.com) by **December 7, 2018**.

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**