

MOTOR VEHICLE COORDINATOR TEMPORARY FULL-TIME (MATERNITY LEAVE)

HENDERSON
INSURANCE

NAVACORD®

LOCATION: MOOSE JAW, SK

POSITION OVERVIEW:

Henderson Insurance is looking for a temporary full-time Motor Vehicle Coordinator! We are accepting applications from those looking to enter work in the insurance world. The successful candidate will be responsible for greeting clients, assisting SGI Motor Vehicle customers and other administrative duties to enhance the team's effectiveness. Education is a pillar of Henderson's values and as such we will help you obtain your IBAS Restricted Auto License. Scheduling for this position is flexible as some evenings and weekends included as part of our team's culture.

RESPONSIBILITIES:

- Process SGI Motor Vehicle Transactions; insurance payments and various SGI Motor Vehicle related duties
- As the first point of contact for clients, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions
- Respond to telephone, e-mail, and in-person inquiries from clients, colleagues, and other parties
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization
- Take and record telephone, e-mail, or written messages for staff members
- Maintain the reception area in a tidy and presentable manner
- Accept and monitor inbound shipments as necessary
- Other administrative duties as assigned

REQUIREMENTS:

- High school diploma
- Superior telephone manners, strong interpersonal skills and team orientation
- Minimum of 2 years of direct work experience in an office environment with a strong knowledge of customer service
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form
- Strong knowledge of Microsoft Office products
- Strong written and verbal skills to communicate with all levels of the organization and its executive team



We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.