



WEST WAWANOSH MUTUAL INSURANCE COMPANY IS HIRING AN
EXECUTIVE ASSISTANT

Why West Wawanosh Mutual Insurance Company?

We believe in working to support thriving communities in rural Ontario. Our agents, brokers, directors, and staff are your neighbours. We are invested in supporting local and we are dedicated to helping our communities any way we can.

West Wawanosh Mutual Insurance Company has an immediate opportunity for an Executive Assistant to join our Team in a full-time position in Goderich, Ontario.

The successful candidate will provide administrative support directly to the President & CEO.

What you will do

- Manage the CEO's calendar, meeting scheduling and administration
- Manage, prepare & release Board & Committee documentation
- Manage and record Board, Board Committees and Management meeting minutes
- Oversee Company registrations for conferences, seminars & courses as required
- Provide administrative support for other functional areas
- Coordinate Annual General Meeting for the Organization
- Any other duties assigned by the CEO

What you have

- Strong and effective communication skills: verbal, non-verbal and written
- Sound judgment in decision-making, knowing when to act independently and when to escalate
- Demonstrated ability to work well under pressure and able to multi-task
- Strong computer skills and the ability to adapt to changes in technology, processes and workflow
- College Diploma and/or combination of High School and relevant experience
- Minimum two years of experience in an Administrative Support role
- Previous experience as an Executive Assistant
- Thorough attention to detail is a must to ensure accuracy of policy documents.
- Sound morals, ethic and confidentiality with ability to develop trusting and effective working relationships with peers and employees.
- Strong computer literacy, proficiency in all Microsoft Office programs and Internet navigation.

What we offer

- A team environment that values the importance of positive attitudes, respect and initiative
- A competitive pension and benefit plan.
- A Company where compassion and innovation come first
- A network of like-minded individuals committed to your growth and development
- Strong focus on community involvement and,
- A healthy work life balance

We thank you for your interest in West Wawanosh Mutual Insurance Co. Please send your resume to joshua.slaght@wwmic.com before April 24, 2025 if you would like to be considered for the role.

West Wawanosh Insurance Company is an equal opportunity employer. We are committed to meeting the accessibility needs of all individuals in accordance with the (AODA) and the Ontario Human Rights Code (OHRC). Should you require an accommodation to participate in our recruitment process, we will support you by considering your individual accessibility needs.