



People Centered. Community Driven.

North Blenheim Mutual is a policy holder owned Company. Part of the strong Ontario Mutual network of companies, providing Home, Farm, Commercial & Automobile Insurance to Policy Holders in Ontario for over 160 years. We are a growing company with deep roots in our community.

North Blenheim Mutual Insurance Company is seeking a full-time Customer service representative. The successful applicant will be customer-focused professional who communicates effectively, works co-operatively and demonstrates respect in a team environment.

### **Position Overview and Responsibilities**

- Provide quotes to community
- Discuss policy renewals with policyholders to ensure their insurance needs are met
- Provide timely response to policyholder inquiries
- Assess insurance needs and provide product recommendations
- Provide required documentation to underwriters in a timely manner when requested

### **Education and Experience**

- Minimum of 2 years related experience in property and casualty insurance
- Relationship focused to build policyholder retention
- Excellent computer skills
- Ability to maintain confidentiality in relation to business operations
- Ability to multi-task
- knowledge of the local farming community is an asset
- Previous sales experience an asset

**The position will be expected to work in the office in Bright, Ontario.**

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 by October 31st, cover letter and salary expectations to Teresa Martin, Accounting and HR Manager.

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