



## Customer Service Representative

**Salus Mutual Insurance Company has an exciting opportunity for an ambitious Customer Service Representative to join our growing team!**

The Customer Service Representative will primarily be responsible for supporting agents in the Ridgetown and Blenheim offices by providing information to policyholders, completing endorsements and reports, helping with renewals, and triaging calls for agents in a professional and friendly manner.

**Intrigued?  
Keep reading to find out what you can offer to this dynamic team!**

### Position Requirements:

- Postsecondary education or equivalent training and work experience
- Other Than Life (OTL) General Insurance Agent License
- Minimum five years of experience in an administrative role
- Understanding of the mutual insurance system and its philosophy an asset
- Proficient in Microsoft Office

### Personal Attributes:

- Ability to work individually as well as part of a team
- Communication skills, written and verbal
- Maintains a positive working relationship and liaison with all business partners (e.g., employees, customers, third parties, etc.)

### Why work for us:

- Competitive compensation package which includes base salary, benefits, and a pension plan.
- Flexible, people-oriented working environment.
- Opportunities for ongoing training and development.
- A positive team environment with a focus on health, wellness, and community involvement.

### Who we are.

Salus Mutual Insurance Company is an amalgamation between Howard Mutual Insurance Company and West Elgin Mutual Insurance Company, two well-established mutual insurance companies. We pride ourselves on professional, friendly customer service provided by employees and agents who understand our policyholder needs and put our customers first.

### Interested?

Candidates are asked to submit a resume and cover letter detailing their qualifications and experience by email to Human Resources at [amicka@salusmutual.ca](mailto:amicka@salusmutual.ca).

We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the recruitment and employment process as required under the *Accessibility for Ontarians with Disabilities Act* (AODA).

For more information about Salus Mutual Insurance Company please visit our website [www.salusmutual.ca](http://www.salusmutual.ca) or follow us on Facebook.