
Administrative Assistant

Who we are

Halwell Dumfries Mutual is a policyholder owned, financially secure, community-based Property & Casualty insurer; one of a group of Mutual companies forming a strong partnership across the province. We have been insuring the property assets of rural and urban policyholders in Guelph and surrounding areas through a dedicated network of independent brokers for more than 160 years, with a Gross Written Premium base of over \$70 million.

What we offer

- Freedom and autonomy to be your authentic self
- The opportunity to make an impact on a well-established and fast-growing organization
- A flexible, fun and supportive culture that's a certified Great Place to Work™ 2025 and was named a Best Workplace™ for Financial Services & Insurance 2024
- Meaningful work in an organization that maintains a strong link to community and strives to "make it better"
- Competitive compensation package for all permanent staff, including salary, benefits & pension, Annual Incentive Plan, learning & development opportunities, and generous paid time off



The position

The Administrative Assistant role, reporting to the Office Administrator, will be responsible for performing an array of administrative duties including secretarial and receptionist duties. This position will act as a first point of contact and provide general information of an administrative nature to staff, clients, and the public. Main duties consist of managing and administering inbound and outbound mail, answering incoming Company telephone calls and general email inquiries, transferring calls and relaying messages to appropriate department and/or staff members, coordinating with vendors and others regarding Company meetings or events, booking travel plans, and maintaining stock of office and promotional supplies. This role will also assist with running the daily batch print and preparing all outgoing policy documents. The Administrative Assistant incumbent must possess a Secondary School Diploma as well as 0 to 2 years prior related experience.

What you have

- Exceptional interpersonal skills and a strong customer service orientation
- Demonstrated time management and organizational skills with an appropriate sense of urgency

GUELPH OFFICE

535 Hanlon Creek Blvd., Guelph, ON N1C 0A1
T 519.836.2860 / 1.800.267.5706

SHEFFIELD OFFICE

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T 519.621.4660 / 1.800.265.3573

- Good critical thinking and communication skills
- Detail-oriented, able to detect and correct errors efficiently
- Ability to work independently as well as part of a distributed team
- High level of integrity and excellent work ethic; takes full accountability for own work
- Proficiency in Microsoft Office365 (Outlook, Teams, Word)
- Up to 2 years' relevant experience (preference given to experience in P&C insurance industry)

What we are looking for

We are looking for someone who wants to make the role their own and grow within it, with a self-starter attitude that can provide high caliber support. They will fill an open vacancy, joining our team on a permanent, full-time basis. This is an in-person role, requiring attendance at our Guelph office 5 days per week. If you thrive in a supportive hybrid team environment and are seeking meaningful employment with an innovative organization that truly values its staff **apply today!**

How to apply

Apply online at <https://halwelldumfries.applytojobs.ca/>. The successful applicant will be subject to applicable background screening, including professional references, driver's abstract and a criminal background check. Applicants are screened and selected by our hiring team, without the use of Artificial Intelligence. We thank all applicants for their interest, however; only those selected for screening will be contacted.

Our Values

Put People First.

Every interaction counts as we keep care at the center of what we do.

Make it Better.

Embracing change, we seek out new ways to evolve, adapt, and iterate – striving for simplicity.

Grow by Leading the Way.

We are curious, bringing a fresh mindset to new possibilities.

Community at our Core.

We make a lasting impact where we live and work so our members know we're there.

Always Connected.

We are inspired to come together, celebrate our success, and enjoy every moment.

Accessibility Statement

Halwell Dumfries Mutual is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.

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