



## Accident Benefit Claims Assistant

**Salus Mutual Insurance Company has an exciting opportunity to join our growing team!**

Reporting to the Claims Manager, the Accident Benefits Claims Assistant is primarily responsible for providing the Claims Department with accident benefits claims support.

### Position Requirements:

- Postsecondary education or equivalent training and work experience
- Valid driver's license and own transportation
- Minimum two years of related experience
- Chartered Insurance Professional (CIP) course C11 an asset
- Proficient in Microsoft Office
- Experience with insurance software an asset

### Personal Attributes:

- Attention to detail
- Ability to maintain a positive working relationship and liaison with all business partners (e.g., employees, Board members, customers, third parties, etc.)
- Resourcefulness
- Ability to adhere to tight deadlines

### 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.