



**Ayr Farmers
Mutual**
Insurance Company

Receptionist (8-12 Month Contract)

About Ayr Farmers Mutual

Ayr Farmers Mutual is a financially strong, Policyholder owned and progressive property and casualty mutual insurer with written premiums of over \$60 million annually. We offer farm, residential, commercial, marine, and automobile protection, and coverage through a dedicated network of Agents and Brokers. We service the Southwestern Ontario region, and are located in close proximity to Kitchener, Waterloo and Cambridge.

Since 1893, the knowledgeable and caring team members of Ayr Farmers Mutual have been providing products and services that provide protection and peace of mind for our Policyholders and the community. What makes us different is our commitment to providing outstanding, personalized customer service. We continually strive to put our Policyholders and our communities first, and to ensure that every individual we serve is treated with fairness and respect.

The Company provides training, education, work life balance, wellness opportunities, community contributions and a fun and friendly working environment.

Ayr Farmers Mutual is proud of our culture. We live by our core values and genuinely care for one another and our Policyholders. We celebrate our successes and have a supportive work environment that encourages everyone to be their best.

Receptionist

Ayr Farmers Mutual is looking for a Receptionist for an 8-12 month Contract. Providing extraordinary service starts with the warm welcome from our Receptionist. This role will be responsible for greeting individuals who visit or call into the office. The ideal candidate will possess excellent communication skills, a friendly demeanor, and enjoy a fast-paced environment.

Responsibilities:

- Provide a welcome and prompt greeting as the first point of contact for all customers.
- Actively manage incoming calls, mail distribution, and arrange for couriers.
- Receive, process and issue receipts for payments from Policyholders.
- Assist with event planning, coordinating, and execution as required.



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- Order general office supplies when inventory is low or when requested by the business.
- Maintain updated policies and procedures for reception.
- Assist with administrative and office duties, as needed.
- Provide back-up coverage for daily Policyholder printing including, distributing documents, operating the inserter machine, packaging envelopes, and using the postage machine.

Skills and Experience:

- Previous experience as a Receptionist or in a similar role, preferred.
- Highly collaborative with exceptional verbal communication skills.
- Be flexible and ready to take on a variety of tasks.
- Effective organizational and time management skills.
- Customer service oriented.

Why Choose Ayr Farmers Mutual?

- The opportunity to work with a reputable company that cares about our People, our Policyholders, and the Communities we serve.
- We offer a supportive learning environment.
- We invest in your growth and celebrate your achievements.
- Dress for your workday flexibility.

Accommodation at Ayr Farmers Mutual Insurance Company

We are committed to a selection process and work environment that is inclusive and barrier free. Human Resources will work with the applicant and the selection committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.



**EMPLOYER
PARTNER**

**Proud partners with the Canadian
Centre for Diversity and Inclusion**

To learn more about Ayr Farmers Mutual, visit our website at <https://www.ayrmutual.com/>

INTERESTED IN APPLYING?

Please send your resume to: careers@ayrmutual.com