



With over 145 years of experience, **Heartland Farm Mutual** strives to be the preferred agribusiness and rural insurance specialist. We are courageous. Our team is talented and dedicated, challenging the norm and striving to be better every day. People come first at Heartland. As a result, our focus is on relationships. It's all about delivering a genuine customer experience. We have a team of solution-oriented problem solvers providing expertise on our home, farm, commercial and auto products. We are currently recruiting for the role of:

### **Agency Administrator Contract - Thamesford**

#### **What you will do...**

- Provide sales support to existing advisors.
- Greet visitors and assist policyholders with questions.
- Prepare policy documents, data entry and record keeping on the agency management system.
- Review new business, renewals, endorsements, cancellations, and payment notices.
- Analyzing client coverages and recommend appropriate coverages.
- Perform general administrative support functions such as answering and transferring phone calls, sort and distribute mail and courier, process payments, filing and other general office organization.

#### **What you will bring...**

- Completion of OSSD. Post-secondary education preferred.
- Excellent organization and communication skills.
- Prior experience working in the insurance industry and/or a sales office.
- Current OTL license is an asset.
- Familiarity with PowerBroker or other Industry Management Systems is an asset.

#### **What we offer...**

- A company that truly values integrity, respect, professionalism, transparency, forward thinking, community and environment.
- Ongoing skills development with subsidies for tuition and professional accreditation.
- A defined Incentive Plan where commitment to excellence is financially rewarded.

If you have the qualifications we are seeking and would thrive in a work environment where you are valued and respected, please apply on the company website:

<https://canr58.dayforcehcm.com/MyDayforce/CandidatePortal/en-US/heartland/Posting/View/389>

Accommodations are available on request for candidates taking part in all aspects of the selection process. (Only qualified candidates please. No phone calls. No agencies.)

***A Place Where YOU Can Make a Difference! Proudly Canadian. Mutually Owned.***