



## **JOB POSTING**

### **ADMINISTRATIVE ASSISTANT INSURANCE SERVICES**

Reporting to the Manager, Service & Operations, the **Administrative Assistant**, is responsible for providing confidential administrative support to the department staff, management, and third party insurers to ensure all department operations and business activities are effectively and efficiently managed.

#### **RESPONSIBILITIES AND DUTIES**

- Coordinates incoming and outgoing mail, courier packages and collateral materials, retrieving and distributing internal department mail, faxes, voice mails and emails as required, preparing collateral packages requested by advisors for events or meetings with clients and coordinating shipments and mail outs;
- Coordinates department electronic and paper filing activities, ensuring electronic copies of IT and monthly insurer reports are filed, inputting invoice information, following up on outstanding items and confirming member information and invoice payment status;
- Responds to inquiries and requests from members and third party insurers, handling routine member status/address queries and redirecting others as required, gathering and validating requested information, forwarding member applications and survey questionnaires, and ensuring confidential insurance related information is conveyed in a timely manner;
- Provides general office support to department staff, ordering office supplies as required, booking meetings, coordinating and filing documents and reports and providing administrative support and relief to the Executive Assistant as required;
- Assists in small-scale department projects, preparing materials, sourcing information, prioritizing project tasks and activities, following up on outstanding items, and ensuring assigned tasks are completed according to project timelines.

**Education:** Community College diploma in Business/Office Administration.

**Experience:** 2-5 years administrative experience in life and health insurance.

Interested candidates should forward their cover letter and resume to the Human Resources Department at [hr@oma.org](mailto:hr@oma.org)

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.