



Competition No. 2012-001
Position: Insurance Advisor Assistant

Nunavut Insurance Brokers, is seeking a full-time Insurance Advisor Assistant to work with our Nunavut Insurance Team in Iqaluit, Nunavut and serving the NWT, Nunavut and Yukon Territories. This position is a term role for 7 months with the possibility of being extended to permanent.

The **Insurance Advisor Assistant** is responsible for reviewing client's personal risk exposures and provides loss prevention solutions. Educate the clients and strives for excellence in the quality of work and service while building relationships. This position will also perform general office functions as answering incoming calls, mail and courier distribution, ordering office supplies, assists with Auto, Home and Tenant policy renewal processes and client payment plans.

You will need to have minimum one year sales and customer service experience; a minimum Grade 12 education or equivalent and a Nunavut Salesperson License is required. Fluent in English and Inuktitut language is an asset. As well as, strong oral communication and interpersonal skills, with keen organization skills and a good eye for detail.

With a great company atmosphere, competitive salary, northern allowance, and tremendous opportunities for advancement, a new opportunity may be on your horizon.

Interested candidates are invited to submit their resume, stating the competition number and salary expectations to: humanresources@horizoninsurance.ca or mail to Human Resources, 5th Floor, 1661 Portage Avenue, Wpg. MB. R3J 3T7.

We thank all who apply; however, only those candidates under consideration will be contacted.