



## Employment Opportunity

### **Applications are now being accepted for a full-time position for a Data Administrative Assistant.**

We are looking for a highly motivated individual to join our team for data entry, clerical and customer service assistance. The successful candidate will be a team and service-oriented individual with a positive attitude and attention to detail.

#### **Requirements Include:**

- Successful completion of a post-secondary office administration certificate/diploma or equivalent
- Self-motivated
- Excellent computer and typing skills
- Proficient in Microsoft Office 365 (Outlook, Teams, Word, Excel)
- Excellent written and verbal communication skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Exceptional analytical skills
- Attention to detail and accuracy
- Prepare, compile and sort documents/information for data entry
- Review documents for incomplete or inconsistent information
- Basic understanding of bookkeeping an asset
- Successful candidate will be required to complete Level 1 insurance licensing within one year of hire

#### **The applicant must:**

- be comfortable with in person client tasks, answering and directing calls and assisting with client payments
- be willing to work on-site at the Company head office in Belliveau Cove, NS

If you have the required skills and are looking for a challenge, please forward a cover letter and résumé, complete with job references no later than **Friday, November 3rd, 2023.**

Please e-mail your resume to [janice.belliveau@claremutual.com](mailto:janice.belliveau@claremutual.com)

*NO TELEPHONE CALLS PLEASE*

- Compensation will be based on experience
- Only those selected for interviews will be notified