

Location: Amherst, NS

Position: Administrative Assistant

The Opportunity

Archway Insurance is seeking an **Administrative Assistant** to work with our Head Office team located in Amherst, NS.

Responsibilities Include:

- Greet and assist visitors to our Head Office
- Preparing payments for customers and insurance companies
- Completion of statement and account reconciliations
- Preparing customer statements and making collection calls
- Preparing deposits and coding receipts accurately
- Maintain up-to-date filing system
- Provide administrative support to management and staff
- Other clerical and accounting duties as required

Qualifications

The successful applicant will preferably have experience in an administrative role, be a team player, and have a higher than average attention to detail. The successful candidate will also have a proven ability to manage and complete tasks within agreed timelines along with excellent problem-solving, analytical, and collaborative skills. Experience in the insurance industry and with The Agency Manager (TAM) would be an asset.

Compensation

We offer a competitive salary, full medical benefits, and a retirement savings plan. Archway is committed to continuing improvement and education, supporting staff participation in ongoing professional development opportunities. Salary will commensurate with experience and education of candidate.

Archway Insurance is an Atlantic-owned independent insurance brokerage and one of the largest in the region. We are a growing, vibrant company, with the passion and expertise to meet all our clients' insurance needs.

For more information about Archway Insurance visit www.archwayinsurance.ca

Contact:

Please submit a covering letter and resume by August 17th, 2018:

David Enman, CPA, CA

Controller, Archway Insurance Inc.

Email: david@archwayinsurance.ca

While we appreciate any expression of interest, only those applicants appearing to meet the criteria will be contacted.