

POSITION TITLE: Office Assistant

Employment Type (FT,PT,Contract): Full Time

Rate of Pay: TBD

Job Location: Guelph, Ontario

Hours of Work: TBD

Start Date: TBD

Application Deadline: October 31, 2019

COMPANY NAME: McKellar Structured Settlements

Street Address: 649 Scottsdale Drive, Suite 100, Guelph, ON, N1G 4T7

Phone: 1-800-265-8381

Fax: 519-836-7631

Email: recruitment@mckellar.com

Website: www.mckellar.com

General Description of Duties:

At McKellar, Canada's oldest and largest structured settlement firm, our clients are our first priority. We are a financial/legal services company that operates at the crossroads where lawyers, seriously injured people, and insurance companies meet. We help people navigate some of life's most difficult decisions and support the important work of our lawyer and insurer clients.

As an Office Assistant, you work with all of our team members to make sure they have the operational support they need. Some days, you'll assist with administrative tasks or at reception; other days, you may work on a marketing project or help as we host a meeting in our office. You would describe yourself as an organized, friendly, professional person who loves working as part of a team. You are efficient, enjoy learning new things, and have a desire to learn and develop new skills. You have a knack for numbers, the ability to multi-task like a pro, the ability to stay calm under pressure, an innate curiosity, and a great sense of humour!

Responsibilities:

- Primarily assist with the administrative duties (e.g. drafting or typing correspondence, preparing forms, liaising with life companies, etc.) required for files.
- Assist in filing and reception coverage as necessary.
- Participate in training activities to gain additional knowledge and experience.
- Other projects and duties as assigned.

Skills and Experience Required:**Minimum Qualifications:**

- Some postsecondary education or equivalent relevant experience.

- **Superior written and verbal communication skills.**
- **A good working knowledge of basic math concepts.**
- **Superior attention to detail - you are a stickler when it comes to accuracy.**
- **Excellent organization and time-management skills - deadlines don't scare you.**
- **The ability to work independently and with others and to be professional, no matter what the day brings.**
- **Good computer skills (Word, Excel) and an excellent ability to learn new programs (i.e. custom databases).**
- **An understanding of and complete fidelity to confidentiality.**

Preferred Qualifications:

- **Experience in the legal, financial, or insurance industries.**
- **French fluency.**
- **Any certificate, designation, award, or achievement that demonstrates a quantitative ability, an ability to think critically, or an ability to write and/or edit.**

As a member of the McKellar team, you will thrive in a fast-paced environment, surrounded by ambitious, smart team members who invest in your growth and development. Your employment commences with a 6-month probationary contract. Upon completion of the contract, you'll be eligible for generous benefits, including health, dental, and drug coverage, and 3 weeks' vacation. At McKellar, we work hard—so we like to reward our team with perks like an all-expenses-paid overnight holiday party, a kitchen stocked with (free) snacks and drinks, birthday and anniversary gifts, staff raffles and catered lunches, paid company outings, and performance and holiday bonuses. Compensation is very competitive and is reviewed annually.

How to Apply:

Qualified applicants should forward a resume/CV and cover letter or statement of interest to Human Resources: recruitment@mckellar.com.

McKellar Structured Settlements Inc. is an equal opportunity employer. We don't make hiring decisions on the basis of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity. If you have a disability or special need that requires accommodation, please let us know.

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