

JOIN OUR TEAM!

SCANNING ADMINISTRATOR

West Elgin Mutual Insurance Company (WEM) is a well-established Canadian mutual insurance company that prides itself on professional, friendly customer service provided by employees and agents who understand our policyholder needs and put our customers first. Our head office is located in Dutton, Ontario with local agents in Dutton and the surrounding communities of Shedden, Aylmer and Rodney.

The primary role of **Scanning Administrator** is to ensure all documents received are processed and forwarded to the correct department via different modes, that all mail received is imaged into the system and to assist in ensuring outgoing mail is dispatched in a timely manner. The successful candidate will provide the main back-up to the reception role, requiring exceptional customer service skills and abilities. In addition, the role will provide backup to multiple administrative positions at West Elgin.

Key Responsibilities

- Scanning current file documents into the internal database
- Scanning and labelling with proper naming conventions for all inbound documentation into internal database
- Provides assistance to other team members for document locations and/or other technical issues related to the filing system
- Ensuring documents remain legible and identifiable
- Provide back up to reception on phones as well as greeting customers and processing payments

Essential Qualifications

- Attention to detail and ability to remain organized is required
- Flexible/Team approach to work
- Technically savvy; quick to learn new systems
- Previous scanning or administrative experience is preferred
- Good working knowledge of MS Office Suite and ability to create PDF fillable forms
- Maintain strict confidentiality
- Possess a high level of energy and a positive attitude
- Manual dexterity to remove staples, organize documents, photocopy/scan and type

Please email your resume, in confidence to the attention of Human Resources at careers@westelgin.com. We thank all applicants for their interest in West Elgin Mutual Insurance Company, however only applicants selected for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).