



MDM Insurance Services Inc. is a fully integrated third-party administrator and adjudicator of employee benefit plans.

## **Bilingual (French/English) Administrator**

### **The Role**

The full-time Bilingual Administrator will be responsible for administering group insurance plans.

### **Job Responsibilities**

- Respond to phone inquiries using a professional and courteous manner
- Reply to information requests with accurate information
- Process plan administration (enrolments, terminations, amendments, salary adjustments, etc.)
- Generate, print and process administration kits, booklets, forms and coverage cards
- Back up claims processor for dental, drug and extended health care claims
- Assist with opening, sorting and distribution of mail
- General office tasks (filing/mail/courier packages)
- Special projects and duties may be assigned as needed

### **Key Competencies**

- Positive, professional and responsive approach towards tasks
- Proven organizational and time management skills
- Excellent telephone and communication skills
- Sharp attention to detail and problem-solving abilities

### **Qualifications**

- Post-Secondary education or equivalent professional experience
- Knowledge and experience of group insurance would be beneficial
- Minimum typing speed of 60 WPM with keyboard accuracy
- Knowledge of various office software programs

Applicants must be available to work flexible hours. This full-time position is based in Guelph, Ontario with the potential to work remotely once fully trained.

MDM's competitive compensation package includes an employee benefit plan, health spending account and pension plan.

**Only candidates fully bilingual in French and English will be considered.**

For confidential consideration, please forward your resume, references and cover letter via email to: [lorie@mdm-insurance.com](mailto:lorie@mdm-insurance.com)

*We appreciate the opportunity to review all resumes, however, only candidates selected for an interview will be contacted.*