



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

## **Administrator**

### **The Role**

The full-time 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
- General office tasks
- 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 a company-paid employee benefit plan, health spending account and pension plan.

For confidential consideration, please forward your resume 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.*