



Bilingual Office Support Specialist

The Role

The Office Support Specialist will provide support to associates to optimize processes.

Job Responsibilities

- Open, sort and distribute mail to appropriate departments
- Monitor, distribute and resolve fax and inquiry emails
- Monitor office supply levels and handle shortages
- General organization of the office
- Filing and inputting of data
- Assist with generating, printing and processing booklets, EDI cards and web letters for new employees and new groups
- Process ICS (insurance courier service) mail, end-of-day mail and courier packages
- Special projects and duties as needed

Qualifications

- Excellent communication skills in French and English
- Knowledge and experience working in an office setting
- Must be detail oriented and work well as both an individual contributor and an excellent team player
- Other required skills are the ability to work well under pressure, organization, ability to problem-solve and multi-task issues
- Keyboarding skills

This full-time position is based in Guelph, Ontario.

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, references and cover letter via email to: lorie@mdm-insurance.com

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