

DEPARTMENT: ADMINISTRATION
POSITION TITLE: OFFICE ADMINISTRATOR
REPORTS TO: TEAM LEAD OFFICE ADMINISTRATION

ABOUT US

The Mutual Fire Insurance Company of British Columbia is growing and is seeking a Office Administrator to join our team.

Founded in 1902, Mutual Fire Insurance was the first mutual insurance company headquartered in British Columbia. Today, the company provides solutions for farm, commercial, and home insurance needs from British Columbia to Ontario. Mutual Fire Insurance is committed to making people a priority by creating membership initiatives, investing in technology, and supporting community projects.

Mutual Fire Insurance's subsidiary, Four Points Insurance provides innovative insurance solutions for small to medium-sized businesses in suburban and rural areas. Four Points Insurance was formed in 2022 to support small businesses through the many adjustments they must face now, and in the future. Built with a passion for customer service and risk management, Four Points Insurance offers business owners a suite of commercial packages insurance options.

In late 2021, Mutual Fire Insurance created two employee driven committees, an ESG Committee and a Purpose Committee. Today these committees are creating the framework and policy for Mutual Fire Insurance to work towards sustainability within our communities, while also ensuring environmental, social, and governance mandates are accomplished.

THE OPPORTUNITY

The Office Administrator role is a full time position. This role will anticipate the needs and handle all administrative requirements as requested by our Management Team. This incumbent's responsibilities will include managing outgoing and incoming mail, answering phones and welcoming guests, and other administrative responsibilities. This role is primarily an in-office role, with some flexibility to work remotely.

Responsibilities:

- Manage mail and document handling, preparing registered mail, and courier items
- Manage incoming and external call handling
- Interact with departments to participate in assignments or projects
- Administer file management and organization through applicable company systems
- Prepare meeting rooms and maintain rooms ready for future meetings
- Stock control and inventory management for stationery, kitchen, and first aid supplies
- Coordinate internal events for vendors and partners as required

- Suggest and implement controls to improve efficiency and accuracy of existing processes

Here's what you bring:

- 3-5 years experience in an office administration role
- Excellent organizational, interpersonal and communication skills
- Ability to maintain an efficient and professional environment
- Proven ability to effectively prioritize workflow, work independently and manage time efficiently
- High ethical standards and ability to maintain confidentiality and discretion in all matters
- Analytical in nature, and able to proactively solve problems
- Knowledgeable of basic financial and insurance terminology preferred
- A welcoming and helpful attitude when interacting with staff, management, board, and guests
- A high level of attention to detail applied to all duties
- Willingness to stretch and assume new responsibilities
- High degree of proficiency with MS Office and SharePoint

What we offer:

- Competitive salary
- Comprehensive employee benefit package
- Flexibility to occasionally work remotely
- Diverse mix of staff and demonstrated work/life balance
- Career growth opportunities and continuing education programs

Please send your resume in confidence to careers@mutualfirebc.com

We thank all applicants for their interest, however only candidates under consideration will be contacted.