



## **Admin Assistant**

**Posted by:** Murrick Insurance Service

**Posting date:** 19-Mar-2024      **Closing date:** 08-Apr-2024

**Education:** High School

**Language:** English

**Job location:** Richmond Hill

**Salary:** \$17.00 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3615544

## **Job description:**

Murrick Insurance Services Inc. is looking for full-time admin assistant to join their team as soon as possible.

### **Job Description:**

Sell automobile, fire, health, life, property, marine, aircraft and other types of insurance to clients.

Establish client insurance coverage, calculate premiums and establish method of payment.

Provide information concerning group and individual insurance packages, the range of risk coverage, benefits paid and other policy features.

Ensure appropriate forms, medical examinations and other policy requirements are completed.

Monitor insurance claims and respond to clients' enquiries.

Identify and solicit potential clientele.

### **Job Requirements:**

Licensure by the insurance governing body in the province or territory of employment is required.

On-the-job training and insurance industry courses and training programs are provided and are required for employment.

Completion of secondary school is required.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [info@murrick.com](mailto:info@murrick.com)**

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