

**Job Title:** Insurance Coordinator

**Job Type:** Permanent, full-time

**Division:** Bennington

**Reporting to:** Manager, Customer Service

**Summary:**

This full time position reports to the Customer Service Manager. The incumbent will keep track of insurance for all open leases. They will ensure that insurance remains up to date, and they will call customers to request proof of insurance when it is not.

**Requirements:**

The successful candidate must have strong research skills, be organized, accurate and detail oriented. Strong written and oral communication skills are required and proficiency in Microsoft Office (specifically Excel) is a must. The candidate must be an assertive self starter, who is comfortable making phone calls and following up with lessees, brokers and insurance companies. The candidate will also have to be able to learn and adapt quickly and find a solution with a can do attitude. The candidate needs to have a positive attitude, be a team player and be able to follow instructions.

**Qualifications:**

A University or college degree with a Business background is preferred (or equivalent work experience). Applicants must have 1-2 years of experience in a similar role.

Bilingualism in English and French is considered an asset.