

Office Administrator / Manager

Who We Are

Wylie-Crump Ltd. is uniquely positioned as a national insurance brokerage firm that has a niche specialty in all aspects of the construction industry for over 40 years.

Our firm provides a broad scope of risk advisory and insurance brokerage services. We offer our focused attention to companies and organizations considered "best-in-class" and are regularly engaged in servicing clients with operations across Canada and North America. We believe our specialized services are one of the greatest attributes of Wylie-Crump Limited.

Wylie-Crump Ltd. is a broker partner of Navacord Corp. (www.navacord.com), a leading insurance and risk management brokerage firm dedicated to providing expert solutions to businesses across Canada. Navacord is the fourth largest commercial insurance brokerage in Canada with over 1,000 employees operating from its 20+ offices.

Office Administration / Management – Full Time

Reporting to the Managing Partner(s) to help ensure the smooth operation of administrative processes within the office. The following responsibilities form part of this role:

- HR duties, which include:
 - Group Benefits Administrator
 - Group RRSP Administrator
 - Track vacation, flex and sick time, Work from Home days and other miscellaneous time for all employees
 - Assist with performance evaluations
 - Prepare annual Compensation Statements
 - Initiate and monitor job postings, assist with other hiring related duties as required
 - New Employee on-boarding
 - Provide support when going through a position recruitment / hiring task.
 - Health and safety coordination.
- Insurance
 - Coordinate and track employee licenses
 - Coordinate and manage various Provincial licensing requirements (office and individuals)
 - Coordinate insurance market contracts and agreements
- Office Management duties, which include;
 - Oversee and assist with the broker management system (EPIC)
 - Office premises lease coordination with Landlord for updates, changes, and annual changes.
 - Coordinate repairs or upgrades to office premise, including furniture procurement.
 - Coordinate IT procurement and support services
 - Office supplies: stationary, kitchen, printer, shredding
 - Event Planning / social activities:
 - Client focused events and seminars
 - Company Christmas event
 - Strategic Planning events.
 - Shareholder and Management meeting logistics (Navacord)

- Other events as required
- Accounting Duties
 - Coordination of payroll services (ADP)
 - Coordination and assistance with accounts receivables (tracking, reporting, follow ups.)
 - Coordination and assistance with accounts payables.
 - General Ledger transactions.

Qualifications

- Previous experience with the commercial insurance brokerage industry experience is preferred.
- Experience with Applied EPIC an asset.
- Previous HR and General Accounting background is desired.
- You work best in a fast-paced team environment where collaboration and a supportive workplace is the norm.
- Strong proficiency working within MS Office environment (Outlook, Word, Excel, PowerPoint)
- You are a detail-oriented individual who takes pride in providing a strong emphasis on the accuracy and quality of your work.
- Able to work independently, and as part of a team.
- Strong communication skills to confidently explain information and converse with management.
- Organizational skills to effectively process all tasks.
- Problem solving, documentation skills, listening, phone skills, resolving conflict, analyzing information and multi-tasking skills an asset.

Why Wylie-Crump?

Our growth model is built upon employing dynamic people that want to build something truly great. Our team enjoys:

- An office culture that balances our very high professional standards with keeping things light, fun and always respectful, and providing for work/life balance.
- Industry leading compensation packages including salary, group insurance benefits, vacation time and additional perks such as a physical fitness allowance. Please note that salary placement will reflect the successful candidate's experience and license level.
- Support for education and development tailored to individual employee goals and interests.

Join our Team

Please submit your cover letter and resume to careers@wyliecrump.com by September 1st, 2020.

We appreciate all interest and will respond to selected candidates soon after the posting closes.