

It's **easy** to make the
right choices... when you
get the **right advice!**



JOB OFFER

Administrative Assistant

supporting the Vice-President, Operations, and brokers in the Solutions for Individuals Division

POSITION

Permanent, full-time day job (8:30 a.m. to 4:30 p.m./9:00 a.m. to 5:00 p.m.)

Location: 1921 Curé-Labelle Blvd., Suite 200, Laval, Quebec H7T 1L4

DESCRIPTION

As an Administrative Assistant, you will support the Vice-President, Operations, and brokers in the Solutions for Individuals Division in their daily tasks.

Join Jolicoeur Savard Assurance (JSA) and discover our close-knit, dynamic and collaborative team that is fully dedicated to its partners' success. We provide our loyal customers with exceptional service. Proud of our tradition of excellence, we have always focused on a human-centred approach.

PRIMARY RESPONSIBILITIES

Concretely, you are responsible for:

- Planning and ensuring that all administrative activities, including the preparation of reports and drafting of correspondence, are carefully carried out
- Entering data on computer, in particular creating and updating customer data sheets
- Establishing and maintaining information filing systems
- Collecting and sending messages and emails
- Greeting visitors and directing them to the appropriate person
- Answering phone calls and replying to emails efficiently and courteously
- Preparing for team meetings and coordinating follow-up meetings
- Preparing documents, in particular cover notes, letters and invoices
- Issuing payment reminder notifications
- Receiving training, as needed
- Contributing to the achievement of goals

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Jolicoeur Savard
ASSURANCE INC.

DESIRED PROFILE

Our administrative assistants are required to be *dedicated* and *proactive*, and have strong listening skills. Since they are keys to the smooth running of our business processes, we are looking for conscientious individuals with excellent organizational skills.

Job requirements:

- Post-secondary diploma in administration, office automation or office work coordination, or equivalent experience
- Excellent knowledge of Microsoft Office suite (e.g., Word, Excel and Outlook software)
- Proficiency in French, spoken and written

Assets that will help you stand out:

- Bilingualism
- Experience in an insurance firm
- Experience using Keal's SigXP

In short, you are:

- Dynamic
- Autonomous
- Organized, with a strong sense of priorities
- Attentive to others' needs
- Comfortable working in a highly computerized environment

CONDITIONS

Why work for JSA?

- Trendy, multifunctional, ergonomic and accessible office space
- Gym and free parking
- Annual recognition and training program (continuing professional development)
- Competitive compensation and bonus program

SUBMIT YOUR APPLICATION

Send your CV and an introductory letter by email to rh@jsassurance.ca, being sure to specify the job title in the subject line. Only candidates selected for an interview will be contacted.

JSA warmly welcomes applicants from visible minorities and diverse backgrounds.

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CHOOSE JSA: GOING STRONG SINCE 1896

JSA is a damage insurance company that has been attuned to the needs of individuals and businesses for over 125 years. We ask the right questions to help our customers make the right choices. Join our team of more than 30 seasoned professionals who make quality customer service a priority.

CONTACT US

- Facebook: <https://www.facebook.com/JSASSURANCE/>
- LinkedIn: <https://www.linkedin.com/company/jolicoeur-savard-assurance-inc/>
- Email: rh@jsassurance.ca