



**Insurance Opportunity
Vancouver Island, BC**

Do you enjoy a challenging, dynamic and fun environment? Are you looking to advance your career and take your insurance skills to the next level?

If you answered yes, **YOU** are the person we are looking for! With 18 locations, Waypoint is one of the largest privately owned brokerages in BC with a competitive compensation and benefits package. With an opportunity supporting our commercial lines staff, we offer a positive, collaborative and fast paced work environment.

Commercial Lines Service Center Administration Assistant

We are seeking a Commercial Administration Assistant with a minimum of one years' experience in commercial administration. Experience with Policy Works, Excel, an understanding of commercial wordings and commercial policy issuance will be an asset. Attention to detail and the ability to work independently will be critical to success in this role. Must possess excellent verbal and written communication skills and exceptional customer service skills. With a number of offices across Vancouver Island we are flexible on the location of this role.

If you think this opportunity is for you, please send your current resume and cover letter by July 6, 2018 to:

Ronda Seeley, CLSC Administration Team Lead, at rseeley@waypointinsurance.ca

Waypoint Insurance Services Inc. thanks all applicants for their interest; however only those short-listed will be contacted