

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	AUTOPAC CUSTOMER SERVICE REPRESENTATIVE
JOB NUMBER	4116
NUMBER OF POSITION/S	1
NOC CODE	6231
CLOSING DATE	No Closing Date
LOCATION	River East
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	TBD
HOURLY WAGE RANGE	\$16.50 - \$16.50
JOB TERMS	Full time
JOB DESCRIPTION	- We are currently seeking individuals for full time positions as Autopac Customer Service Representative
JOB DUTIES	<ul style="list-style-type: none"> <li>- Provide MPI/Auto insurance sales</li> <li>- Selling Travel Insurance/Emergency Medical</li> <li>- Assist with Personal Lines Insurance renewals, with an opportunity to grow</li> <li>- General office support</li> </ul>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> <li>- Passed the Fundamentals of Insurance or CAIB 1 exam within the past 6 months and eligible for a Level 1 General Insurance License from the Insurance Council of Manitoba <a href="http://ibam.mb.ca/education/fundamentals-of-insurance/">http://ibam.mb.ca/education/fundamentals-of-insurance/</a></li> <li>- IWS Certification or willing to train</li> <li>- Experience with customer service</li> <li>- Experience with Microsoft Office, including Excel and Word</li> <li>- Organized and efficient with a strong attention to detail</li> </ul>
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.
JD	Maridel Pagtalunan