



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/07/18

Missing Information Coordinator (8-month Contract)

Job ID	4D-E0-00-69-51-3F	
Web Address	https://careers.indigenous.link/viewjob?jobname=4D-E0-00-69-51-3F	
Company	Canada Life	
Location	London, Ontario	
Date Posted	From: 2025-04-22	To: 2025-05-22
Job	Type: Full-time	Category: Office
Languages	See Job Post For Language Requirements	

Description

The Missing Client Coordinator will provide support to the Canada Operations organization by sorting, counting, and tracking returned mail. The incumbent must be detail oriented, organized, adaptable, and focused while being able to work independently and exercise discretion while managing confidential information.

What you will do:

- * Handle returned mail for all Canada Operations including Wealth, Insurance, and Quadrus
- * Process and prep the returned mail independently for all lines of business using different applications and mainframes as required
- * Review client and household policies across multiple systems
- * Add hold mail indicators using applicable mainframes as required
- * Re-route mail/documents received to appropriate areas within the company
- * Provide back-up support to other positions on the team as required
- * Support other administrative duties and/or project work as required
- * Knowledge of systems such as Unitrax, Ingenium, Investment Centre, Co-Pilot and OnBase used within Wealth and Insurance would be an asset

What you will bring:

- * Excellent analytical skills and high attention to detail
- * Self-starter with the ability to work independently, as well as part of a team
- * Excellent interpersonal and communication skills, both written and verbal
- * Demonstrated strong organizational capabilities with the ability to handle multiple priorities and fluctuating workloads
- * Demonstrated customer service mindset
- * Ability to build and manage trusting relationships with all business partners
- * Demonstrated business professionalism adhering to Canada Life corporate guidelines for Privacy and Code of Conduct while handling sensitive client information
- * Microsoft Office Skills (Excel, Word)
- * Bilingual (French) would be an asset

* Reliability Status security clearance - this is a personnel security status that is required before an employee can gain access to Protected B information, assets or work sites as outlined by the Government of Canada website

The base salary for this position is between \$36,100.00 - \$48,800.00 annually. This represents base salary only and does not represent other variable compensation components of our total compensation (i.e. annual bonus, commission etc). If you are selected to move forward in our recruitment process, your recruiter will be able to discuss additional details of our total rewards program with you.

Career opportunities will be open a minimum of 5 business days from the date of posting, closing dates will vary depending on the search activity. All applications received will be reviewed on a rolling basis.

Other

We are committed to providing an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live, and to creating an environment where every employee has the opportunity to reach their potential.

It is our priority to remove barriers to provide equal access to employment. A Human Resources representative will work with applicants who request a reasonable accommodation during the application process. All information shared during the accommodation request process will be stored and used in a manner that is consistent with applicable laws and Canada Life policies. To request a reasonable accommodation in the application process, contact talentacquisitioncanada@canadalife.com.

Canada Life would like to thank all applicants, however only those who qualify for an interview will be contacted.

How to Apply

Click Apply Now!

Being a part of Canada Life means you have a voice. This is a place where your unique background, perspectives and talents are valued, and shape our future success.

You can be your best here. You're part of a diverse and inclusive workplace where your career and well-being are championed. You'll have the opportunity to excel in your way, finding new and better ways to deliver exceptional customer and advisor experiences.

Together, as part of a great team, you'll deliver on our shared purpose to improve the well-being of Canadians. It's our driving force. Become part of a strong and successful company that's trusted by millions of Canadians to do the right thing.

Canada Life serves the financial security needs of more than 13 million people across Canada, with additional operations in Europe and the United States. As members of the Power Financial Corporation group of companies, we're one of Canada's leading insurers with interests in life insurance,

health insurance, investment and retirement savings. We offer a broad portfolio of financial and benefit plan solutions for individuals, families, businesses and organizations.â€