



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Junior Administrator

Job ID	72-DC-CD-24-2F-FD	
Web Address	https://careers.indigenous.link/viewjob?jobname=72-DC-CD-24-2F-FD	
Company	Canada Life	
Location	Winnipeg, Manitoba	
Date Posted	From: 2024-04-18	To: 2024-10-15
Job	Type: Full-time	Category: Office
Job Salary	\$33,400-\$45,100 Annually.	
Languages	English	

Description

We are looking for a Junior Administrator.

The primary purpose of the Junior Administrator role is to manage Selectpac policy terminations and ensure that all final balances are reconciled.

What you will do:

- Terminating Selectpac policies across multiple systems, PAS, BEN, TELUS/CAIL, WEX, Robotic Process Automation
- Corresponding with field offices, third party vendors, various business units as appropriate to obtain missing information and reconcile final balances.
- Calculate and apply billing adjustments when necessary.
- Determining proper course of action on final balances for terminating clients and preparing final correspondence to the client
- Working with our third-party collection agency to resolve disputes over final balances.
- Issuing and approving refund requests using SAP-FSCD for internal and external clients.
- Issuing reorders of contracts and booklets to internal and external clients using SCB-Papyrus
- Other tasks as assigned.

What you will bring:

- Minimum keyboarding abilities of 40 words per minute.
- Excellent organizational skills with strong time management skills, along with the ability to handle changing priorities and fluctuating workloads.
- Excellent verbal and written communication
- Proven customer service skills
- Experience managing change in a positive manner.
- Strong working knowledge of MS Teams, Sharepoint, and Excel.
- Strong working knowledge of Word, PowerPoint and Access an asset.
- Ability to work well independently as well as in a team environment.
- Strong analytical and investigation skills an asset.
- Post-secondary education or a combination of education and experience.

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 \$33,400-\$45,100 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.

Be your best at Canada Life- Apply today!

How to Apply

Click "Apply Now"