



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

## Customer Service Representative - Insurance

**Job ID** 7D-A4-67-2A-5B-74

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=7D-A4-67-2A-5B-74>

**Company** Sharons Insurance Services Ltd.

**Location** Coquitlam, British Columbia

**Date Posted** From: 2023-03-30 To: 2023-09-26

**Job** Type: Full-time Category: Service Sector

**Job Start Date** As soon as possible

**Job Salary** 22.50 to \$23.50 Hourly (to be negotiated), 35 to 40 Hours per Week

**Languages** English

### Description

Vacancies: 2

Responsibilities / Tasks:

Answer written and oral inquiries

Assist in the preparation of brochures, reports, newsletters and other material

Co-ordinate special publicity events and promotions

Develop and organize workshops, meetings, ceremonies and other events for publicity, fundraising and information purposes

Develop, implement and evaluate communication strategies and programs

Gather, research and prepare communications material

Prepare or oversee preparation of reports, briefs, bibliographies, speeches, presentations, Website content and press releases

Access and process information

Address customers' complaints or concerns

Answer inquiries and provide information to customers

Arrange for billing for services

Arrange for refunds and credits

Explain the type and cost of services offered

Issue receipts and other forms

Maintain records and statistics

Order office supplies and maintain inventory

Perform general office duties

Receive and log complaints

Receive credit and employment applications

Receive payments

Work conditions and physical capabilities:

Attention to detail

Fast-paced environment

Work under pressure

Repetitive tasks

Personal suitability:

Client focus

Efficient interpersonal skills

Organized

Reliability

Team player

Initiative

**Experience**

1 to less than 7 months

**Education Requirements**

Secondary (high) school graduation certificate

**How to Apply**

By mail -

403 North Road suite 103

Coquitlam, BC

V3K 3V9

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

## Customer Service Representative - Insurance

<b>Job ID</b>	<b>2F4EE11A8CCB7</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=2F4EE11A8CCB7">http://NewCanadianWorker.ca/viewjob?jobname=2F4EE11A8CCB7</a>	
<b>Company</b>	Sharons Insurance Services Ltd.	
<b>Location</b>	Coquitlam, British Columbia	
<b>Date Posted</b>	From: 2023-03-30	To: 2023-09-26
<b>Job</b>	Type: Full-time	Category: Service Sector
<b>Job Start Date</b>	As soon as possible	
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V3K 3V9

# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/04

## Customer Service Representative - Insurance

<b>Job ID</b>	<b>A86311CA8A844</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=A86311CA8A844">http://NoExperienceNeeded.ca/viewjob?jobname=A86311CA8A844</a>	
<b>Company</b>	Sharons Insurance Services Ltd.	
<b>Location</b>	Coquitlam, British Columbia	
<b>Date Posted</b>	From: 2023-03-30	To: 2023-09-26
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