



## Claims and Loss Prevention – Full time position

Are you passionate about teamwork and making a meaningful contribution? Do you picture yourself as a valued member of cutting edge organization? If you answered yes to these questions, My Mutual Insurance is seeking an enthusiastic individual to join our team in working together to guide people through the claims process and perform property inspections.

My Mutual is searching for someone who understands empathy and through excellent communication skills will guide people through the claims process when they have a loss. We care about the principles of insurance and work alongside our clients and brokers in hopes of preventing losses through inspections and valuations. In everything we do, we strive to create positive relationships with every interaction regardless of whether it is a client, broker or contractor.

My Mutual seeks an individual to demonstrate and carry out our people first vision. This position is based in Waldheim, SK and reports to their team leader and mentor. This role includes the following objectives:

### The work to be done:

- Organize your own schedule, make appointments, meet deadlines, and manage your time effectively
- Travel across Saskatchewan (yes you get to see a lot of this amazing province!)
- Document, document, document
- Respond to customers via all forms of communication in a timely manner
- Negotiate and process payments
- Turn negatives into positives

### To be part of our team, you need these skill sets:

- Be a dedicated team player; be willing to listen and learn from your teammates
- Independently motivated and organized
- Be self-aware of your weaknesses and strengths
- Desire to succeed and see others around you succeed
- A great sense of humour and know how to have fun

### Qualifications

- Financial, analytical and planning skills, which enable solving tangible business problems
- Strong written and verbal communication skills
- Demonstrates initiative, with strong experience in handling multiple time-critical projects at any given time
- Knowledge of insurance industry is an asset

Submit your resume to: [chris.enns@mymutualinsurance.ca](mailto:chris.enns@mymutualinsurance.ca)

My Mutual thanks all candidates for their interest; however only those selected to continue in the process will be contacted.