



## Want to Join the Team of an Energized and Highly Successful Local Business?

Wiegiers Financial & Benefits is looking to hire a group benefits administrator for our busy head office location in Saskatoon. Responsibilities include (but are not necessarily limited to):

- Providing administrative support:
  - Assisting with the preparation and collection of data for all market surveys
  - Inputting of information into renewal presentations
  - Entering of and preparation for all scheduled appointments
  - Reviewing and preparation of all enrolment material for new group client submissions
  - Updating opportunities and logging new prospects, suspensions and terminations
  - Logging all new group benefits clients in our client relationship management (CRM) system
  - Preparation of Chambers of Commerce quotes and proposal packages
  - Preparation of kits for all new Chambers of Commerce group benefits clients, and entering of all data
  - Chambers of Commerce submissions for new groups
- Professional development:
  - Reading industry-related material
  - Certified Employee Benefits Specialist (CEBS) Introductory Group Benefits course
  - Work towards Group Benefits Associate (GBA) designation

Strong interpersonal, written and oral skills are definite assets. The ability to multi-task and stay organized in a busy environment is necessary, and both a calm demeanour and an outgoing personality are required to deal effectively with multiple clients.

Please submit your resume by email to [careers@wiegiers.ca](mailto:careers@wiegiers.ca) or in-person at our address below.

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**A wealth of solutions.™**

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