



Insurance is  
our only business.

Date: December 17, 2021  
Location: Downtown – 830 Pandora Ave. (Victoria, BC)  
Available: Immediately  
Position: Administrative Assistant

HSM has been in business since 1983 and remains 100% locally owned and operated. We are an employer that supports career growth while emphasizing a workplace that's caring, engaging and rewarding. We're proud of our diverse culture of trust and respect with the drive to support all of our employees reaching their individual goals.

There are many benefits to working for a family-run organization:

- Monday to Friday in Office, we are closed weekends, holidays and evenings
- RRSP matching
- Competitive wage package including holidays / extended health and dental
- Friendly and accommodating office atmosphere
- A strong network of local communities

Accountabilities/Duties include but are not limited to:

- Greeting clients, answering phone calls in a professional manner
- Reviewing client files & processing payments
- Reviewing and preparing mail & parcels for shipping
- Fulfilling orders & maintaining proper inventory
- Other processing & administrative tasks as assigned from time to time

Opportunities

- Ability to gain higher levels of insurance certification (CAIB, CIP, CRM/ERM).
- Ability to learn new skills and cross-training in all departments.
- Future advancement as other positions become available.

Candidate Requirements

- Previous customer service experience in a professional environment

We look forward to meeting you!