

## Insurance Administrator - Personal Property Security Act (PPSA)

Looking for a [great](#) place to work? Are you interested in joining one of [Canada's top employers](#)?

Do you like to work hard and have fun? Are you looking for a role that includes variety? Do you enjoy interacting with people and building relationships? If you answered "Yes", then keep on reading as we may have the perfect position for you!

Whether you're an administrative professional with experience in the insurance or financial services industry, or a recent graduate with a few years' experience in a client service environment, it's your attention to detail, strong organizational skills and warm personality that make you a great fit for this position.

The ability to meet tight timelines while delivering quality service is a must! For more information about our Administration team, [please click here](#).

### What you will deliver on:

- Process registration amendments, discharges and waivers
- Produce and maintain a variety of reports and correspondence
- Update PPSA information, secured party account information and address changes
- Complete lien registration process for equipment in all provincial registries
- Complete and maintain all corporate and land title search requests
- Handle all customer inquiries and concerns with tact and diplomacy

### What you will bring to this role:

- 2 years previous experience in Administration, Customer Service or Insurance
- Strong attention to detail and accuracy
- Ability to maintain a high level of confidentiality
- Proven interpersonal and communication skills
- Ability to resolve customer inquiries and concerns quickly with empathy and professionalism
- Effective organizational skills with a proven ability to prioritize
- Intermediate in MS Office and the ability to quickly learn other applications and programs

**Bonus:** Ability to communicate in French would be considered a definite asset

We work hard, play hard and have a ton of fun along the way! If you are interested in joining a growing organization that has a unique culture, then we would love to hear from you!

### A little bit about us:

We are very proud of our [innovative](#) and unique culture at [CWB National Leasing](#). What sets us apart is our people, they are a really big deal! Did we mention: on-site gym, fitness studio, staff lounge, Zen Zone, nap room, and many other fabulous perks? We are committed to fostering an inclusive environment, where employees and



customers feel valued and supported. For more information about working for CWB National Leasing, please visit our [website](#) and be sure to check us out on social media to see what we're up to!

### **Can't wait to apply?**

If you believe you are the person we're looking for, be sure to let us know why you would be a great fit for National Leasing. Go ahead and get creative with your application. Introduce yourself, tell us your story and your past adventures. We look forward to hearing from you and the conversations ahead!

### **Over to you!**

Please visit [cwbnationalleasing.com/en/careers](http://cwbnationalleasing.com/en/careers) to upload your cover letter and resume before **January 31, 2019**.

Don't forget to include the job number in your cover letter along with your salary expectation and please address your application with attention to Laine Jubinville, Talent Acquisition Leader.

If you aren't the right person for this role but you know someone who is, please feel free to share amongst your network!

We thank all applicants for their interest in this opportunity; however only those selected for an interview will be contacted.

CWB National Leasing only accepts resumes via online application. If you choose to submit your resume by any other means, we cannot guarantee that your application will be considered. CWB National Leasing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**To all recruitment agencies:** CWB National Leasing does not accept unsolicited resumes or candidate profiles and are not responsible for any fees related to unsolicited resumes.

