



# JOIN OUR TEAM



**Guild**  
INSURANCE GROUP

**Position: Office Assistant (Summer Term)**

**Location: 2830 Victoria Ave. - Brandon**

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**WE OFFER:**

- COMPETITIVE SALARY
- OPPORTUNITIES FOR CAREER DEVELOPMENT
- EMPLOYER PAID EDUCATION
- HEALTH & WELLNESS PLAN

At Guild Insurance Group we cultivate a family atmosphere with a focus on teamwork. We work hard to exceed customer expectations and build positive relationships with our clients, business partners and co-workers while offering our employees opportunities for growth and the means to share in the company's success.

**The Job:**

As our Office Assistant you will get a chance to learn more about our office operations and the insurance industry. You will play an important role in providing an exceptional customer experience by assisting with reception, opening and closing of the office and general customer inquiries.

You will have an opportunity to learn how to work within our broker management system and gain experience working in a fast-paced, forward thinking organization.

This is a full-time summer position with the possibility of on-going part-time employment during the school year.

**The Ideal Candidate:**

- High School or Post-secondary student; with preference given to those pursuing a Degree/Diploma in Office or Business Administration
- An interest in the insurance industry
- The ability to work independently, multitask, problem solve and thrive in a fast-paced environment.
- An individual with a passion for customer service

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**INTERESTED IN APPLYING?**

Email your cover letter and resume to:

[careers@guild.ca](mailto:careers@guild.ca)

Subject Line: Office Assistant

A review of applications will begin:  
February 23, 2023.

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