

Inspections Services Coordinator

Driven by technology and fueled by innovation, HSB is Canada's premier specialty insurance and applied technology services provider. Offering 150 years of technical and service excellence, we are focusing on emerging trends and unlocking new opportunities for clients. Today, we are accelerating, changing the future of insurance and risk solutions, for a modern world.

At HSB, we value the strengths and contributions of our diverse workforce. We offer continuous learning opportunities, giving you flexibility to grow in your career while enjoying a healthy work-life balance and a collaborative approach in our coast-to-coast network of offices. Become part of a rewarding and impactful workplace experience while seeing first-hand technologies and risk solutions that are changing the way we live and work.

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Primary Objectives:

The Inspections Services Coordinator position is located at the company's head office in Toronto and will oversee all activity related to scheduling site visits for our nationwide field staff, including the necessary creation of work orders. Site visits are required to conduct jurisdictional and loss control inspections on behalf of our Underwriting, Claims, and Engineering departments. In addition, this role will be responsible for ensuring that Client contact information is up to date. Analysis of work order information and inspection data will be accountability along with supporting the Inspection Department on other administrative tasks. The Inspections Services Coordinator role will report to the Director, Inspections Department.

Qualifications:

- A minimum of 5 years of administrative experience including demonstrated customer service experience via telephone
- Excellent verbal and written communication skills. As a key function of this position will be communicating with Clients and Inspectors over the telephone, the incumbent should have a professional telephone manner and a very high command of the English language.
- Solid computer and database skills including experience using Teams, Outlook, advanced Excel, and Internet.
- Previous experience working in an administrative role within a professional office environment.
- Extremely organized and able to multi-task.
- Professional demeanor and highly energetic.
- Post-secondary education preferred.

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based

on principles which align with our company values and promote positive employee practices. Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference **#ISCT-0524** and please click on this link: [Apply here](#)

We thank all candidates for their interest; however only those selected for an interview will be contacted.