

## Administrative Coordinator – Inspections Department

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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 Administrative Coordinator is energetic, enjoys taking initiative and demonstrates strong computer skills, including those of Microsoft Office (Excel, Word, PowerPoint) with excellent attention to detail as well as strong communication skills (emails and phone). The Administrative Coordinator will process & proof-read reports, perform data entry, and assign work orders to Inspectors. They will also complete general administrative tasks work within the inspection department as well as working with the Inspection Area Managers to undertake small projects. This is a primarily data entry role with opportunities to interact with Inspectors, other departments, clients, insured, brokers and The Ontario regulatory body: Technical Standards & Safety Authority (TSSA).

The Administrative Coordinator contributes to the success of the Inspection Department, in our Head Office in downtown Toronto, by providing administrative assistance with accuracy, efficiency, timeliness and professionalism.

### Qualifications:

- Administrative experience with Excellent data entry skills with high attention to detail.
- College Diploma or University Degree in a related field.
- Solid general computer skills with Microsoft Office including intermediate Word and Excel skills (use of Pivot tables may be required).
- Strong communication skills (including a professional phone manner).
- Superior organizational skills.
- Ability to work independently while maintaining efficiency and accuracy.
- Previous experience in the insurance industry and/ or related industry would be considered an asset.

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 **ADM0921-BW** and please click the link: [Apply Here](#).

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