

Are you a team player with excellent customer service and communication skills? Do you have knowledge of Ontario Pension Plans that you want to develop?

The Ontario Mutual Insurance Association (OMIA) has an exciting opportunity for a **Pension Coordinator**. This is a full-time entry level 16-month **contract** position. This role is currently in a hybrid work environment where you will be required to be in the office 3 days a week. In office days will be determined based on duties. Please note, in office days could increase in the future.

Who We Are

The Ontario Mutual Insurance Association (OMIA) is the trade association for 35 independent mutual insurance companies, known as Ontario Mutuals. Each company is 100% Canadian and owned by its policyholders and is more than a century old.

OMIA's function is to share resources, discuss issues of common concern, and explore opportunities for growth and development among our member companies. At OMIA, we enable our member companies to achieve and maintain a high level of excellence by providing leadership through education, training, marketing, and support services. As a result, [Ontario Mutuals](#) are among the most financially secure insurance networks in the world. We are a true community of mutual fellowship and respect.

The Role

This is an entry level position in our Administrative Services Department. This role will involve administering two pension plans and general office duties. Excellent communication and organizational skills are a must.

Required Experience/Education

- Minimum 2 years' experience in administrative support in a small to medium sized organization
- College education in a 2-year diploma program
- Knowledge of Ontario registered pension plans
- Candidates with relevant experience administering pension plans in Ontario will be given preference
- Candidates with relevant post-secondary experience will be given preference

- Candidates with accounting education will be given preference
- Proficient in Microsoft Office (Excel, Word, Outlook, etc.)

Skills, Knowledge and Personal Competencies

- *You're a Team Player* – You love to work with and assist others.
- *You Love the Details* – You pay great attention to detail and have an analytical mind.
- *You're a Communicator* – You have exceptional communication skills and enjoy interacting with others, both virtually and in person.
- *You're Flexible* – You can adapt to and work in a changing environment.
- *You're a Learner* – You are a quick study who is willing to take on new tasks.
- *You're a Multitasker* – You enjoy working on a variety of projects at once.

Environment

You will join our team of 30 staff at our modern Leeds-certified office located close to the 401 in Cambridge. Our workplace includes a fitness centre. Our positive workplace supports a balanced, healthy and family oriented lifestyle. You will have a chance to participate in and get involved with initiatives including wellness programs, green team projects, and community and charitable events.

Enjoy a great working environment as well as competitive salary.

If we've sparked your interest, please submit your resume to careers@omia.com.

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