

## Are you an independent worker, who also thrives on a team? Do you have exceptional customer service and communication skills with HR and payroll experience?

The Ontario Mutual Insurance Association (OMIA) has an exciting opportunity for a **Benefits and HR Administrator**. This is a 15-month contract position.

### Who We Are

The Ontario Mutual Insurance Association (OMIA) is the trade association for 37 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

Do you want to be part of our growing team? We're seeking a team player with exceptional customer service and communication skills.

This is a 15-month contract position to cover a maternity leave in our Administrative Services Department. This role will involve administrative tasks such as:

- Processing bi-weekly payroll
- Updating job descriptions and company policies
- Maintaining Long Term Disability (LTD) claim files
- Processing paperwork for Life, AD&D and CI Claims
- Preparing benefits newsletters and benefits mailouts
- Updating and maintaining the Employee Benefit Administration Manual
- Posting updates to the OMIA Member's Website
- Assisting with preparation of reports for management and the OMIA Benefits Committee
- Setting up personnel files, managing employee new hire and termination checklists
- Assisting in Pay Equity job pointing

- Preparing HR Leadership Forum newsletters
- Answering member inquiries
- Assisting with other pension & benefits tasks as needed

### **Required Experience/Education**

- Minimum 2 years of experience administering payroll in a small to medium sized organization
- Payroll Compliance Practitioner (PCP) certification an asset
- College education in 2-year diploma program
- Human Resources experience, and/or pension & benefits administration experience is an asset
- Candidates with relevant post-secondary experience will be given preference
- Proficient in Microsoft Office Products (Excel, Word, Outlook, etc.)

### **Skills, Knowledge, and Personal Competencies**

- *You're a Team Player* – You love to work with and provide administrative support to others.
- *You Notice the Little Things* – You pay great attention to detail and are very analytical.
- *You're a Communicator* – You have exceptional communication skills and love to communicate, both in-person and virtually.
- *You're Flexible* – You can adapt and work in a changing environment.
- *You're a Learner* – You are a quick study and always willing learn new tasks.
- *You're a Multitasker* – You can work on multiple projects at the same time.

### **Environment**

You will join our team of 26 staff at our modern Leeds-certified office located close to the 401 in Cambridge. Our workplace includes a large fitness centre and an outdoor walking path. 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 a competitive salary.

If we've sparked your interest, please submit your resume to [careers@omia.com](mailto:careers@omia.com).

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