

Summer Student 2021

Edge Mutual Insurance Company is a community based organization in Drayton, Ontario. We take pride in our team environment and friendly culture that is progressive, professional and respectful.

Our company has an opportunity for a dynamic, results oriented individual, to join our Underwriting Team in a support role between April and late August.

Duties:

- Data Entry
- Printing & Shipping policy changes and policy renewals
- Variety of Administrative tasks
- Reception back-up/support
- Underwriting Team support as assigned



Key Skills:

- Time-management skills
- Strong organization skills
- Detail oriented and thorough

Qualifications:

- Student enrolled in a college or university program for 2021
- Familiarity with Microsoft Office products

We Offer:

- A stable environment with core values that include professionalism, respect, integrity, dependability and excellence
- An opportunity to experience an office environment with a positive and friendly team

Interested candidates should submit resumes to:

www.edgemutual.com/apply

---Submission Deadline: April 23, 2021---

We thank all those who apply but only those selected for an interview will be contacted.