

Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to hire people that are on the autism spectrum or who face similar challenges, particularly accessing employment. We are excited to be partnering with TD Insurance to recruit for jobs in the Greater Toronto Area. A description of the role is provided below.



TD is committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. The company is dedicated to building a workforce that reflects the diversity of its customers and communities in which they live and serve, and creating an environment where every employee has the opportunity to reach her or his potential.

Specialisterne offers unique recruitment and onboarding processes that avoid many of the natural barriers faced by people with autism or who face similar challenges.

To apply, visit our website at www.specialisterne.ca/opportunities.

Deadline for applications: July 30, 2016.

ADMINISTRATIVE SUPPORT (Role D-6)

Full-time, permanent

Do you like supporting office operations? Are you able to assist people with getting things done? Do you enjoy 'rolling up your sleeves' to tackle pressing items?

Consider this role in the Insurance Department. With a history going back to 1949, today TD Insurance has over 3 000 employees in Canada, and is a division of the TD Bank Group with over 80 000 employees worldwide.

Here is what you will do:

Your primary responsibility will be to assist Claims Advisors with completing forms and letters, data entry into the Claim Centre System, ordering reports, processing payments, handling correspondence, electronic sorting of incoming documents, and calling vendors to obtain updated information.

You will also be expected to help ensure the smooth operation of the office including sorting & distributing incoming mail, filing, pulling information from various computer systems to report on statistics, etc.

Here is what you will need:

- Experience in administrative support that might be acquired in an office environment, however it could have been in a retail or sales environment too.
- A genuine commitment to providing a high level of service, not just to customers but to the other people involved with insurance claims.
- Strong organizational skills, so as to balance a variety of duties, follow up on car repairs, provide project updates, and compile data.
- Good time management skills, so as to be able to prioritize items and meet deadlines.
- A good knowledge of Microsoft Word, Excel and Outlook
- Discretion, so as to deal with sensitive information in a professional manner.
- To develop a comfort level with independently handling inquiries and/or requests for information.
- Sound judgment, so as to be able to make some claims-related decisions according to a set of defined business rules, e.g. payment classification.
- A strong team orientation, so as to respond positively to fluctuating business activity.
- Some capacity to investigate problems or research issues, under general direction.

Nice to have:

- Some knowledge of auto and property insurance.

Location:

- TD Insurance - 3650 Victoria Park Avenue, Toronto, Ontario.

To Apply, and for more information

To apply and for more information about our recruitment process, visit www.specialisterne.ca/opportunities.

Please direct any questions via email to info@specialisterne.ca. If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about Specialisterne, visit our website www.specialisterne.ca.