

FINDING WORK



VERMILION INSURANCE SERVICES

The Company

Vermilion Insurance Services has been serving Vermilion and area residents since 1979. It is an independently and locally owned family business providing insurance services for farm, auto, home, commercial, oilfield, life and travel.

The company currently employs 10 full time personnel.

The Work

The company offers work in the following positions: General Insurance Agents, Receptionist, Travel Consultant.

The Ideal Candidate

The ideal candidate for Vermilion Insurance Services will have:

- Experience in general insurance personal and/or commercial lines
- Completed Insurance Accredited Programs
- Excellent customer service skills
- Computer literacy necessary
- Proven time management skills
- The ability to work independently
- An outgoing personality

General Insurance Agents

- Manage their own book business of existing clientele
- Solicit new accounts
- Service customers' ongoing requests
- Deal with multiple insurers



- Provide information concerning group and individual insurance packages, the range of risk coverage, benefits paid and other policy features of various insurers
- Research and analyze different companies to obtain best product and coverage rates for clients

Receptionist

- Greet clients and direct to appropriate agent
- Administration processing and reconciliation
- Take and process payments
- Process daily agent reports
- Open mail and receive and redirect telephone calls



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Travel Consultant

- Handles mostly personal travel and group travel
- Provides travel information to clients regarding destinations, transportation and accommodation options and travel costs, and recommends suitable products
- Plans and organizes vacation travel for individuals or groups
- Makes transportation and accommodation reservations using computerized reservation and ticketing system
- Sells single fare tickets and package tours to clients
- Promotes particular destinations, tour packages and other travel services
- Investigates new travel destinations, hotels and other facilities and attractions
- Provides travel tips regarding tourist attractions, foreign currency, customs, languages and travel safety
- Provides travel insurance information and advice.

Training

The following training is available to employees:

- General Insurance Licence Course (1 week)
- Personal Lines/Overseeing and monitoring clients (2 years in-house training)

Personnel remain salaried during training.

Hours, Wages and Benefits

Hours of work are 8:30 a.m. until 5:00 p.m. Monday to Friday. The company closes weekends and Statutory Holidays.

Salaries are commensurate with experience. Experienced staff are on commission.

The company offers a benefit package. Employees are provided with three personal days for necessary medical appointments.

Vacation allowance follows the *Labour Standards Act* of Alberta. The company provides 4 weeks vacation after 10 years of employment, and 5 weeks vacation after 15 years of employment.

How to Apply

Vacancies are typically advertised in the local newspapers.

Apply by fax or e-mail, with résumé and references to:

Barry Clampitt
Vermilion Insurance Services
4929 – 50 Avenue
Vermilion, AB T9X 1A6

Fax: 780 853-5860
E-mail: vermins@telusplanet.net

Applicants should apply in person, or by fax, mail or e-mail, or as indicated in the advertisement. Applications should include a résumé and references. Proof of credentials is required where applicable.