

FINDING WORK



WESTERN FINANCIAL GROUP

The Company

An insurance agency in Vermilion since 1930, the company has been part of the conglomerate Western Financial Group since 1998. The company currently employs 13 full-time employees and one part-time employee.

The Ideal Candidate

The ideal candidate will offer the following attributes:

- Some post-secondary education (ideally in business administration or risk insurance management)
- Computer skills
- Outgoing
- Ability to multi-task
- Good time management skills
- Ability to work independently
- Strong customer service skills

The Work

Western Financial Group offers employment in the following fields:

Broker Positions

- Customer service dealing with insurance
- Provides explanation on insurance and claims
- Must be licensed through the *Alberta Insurance Council*.



Data Entry

- Responsible for entering changes into clients' files
- Data Entry
- Receptionist duties

Registries Clerk

- Requires completion of training levels through Alberta Registries
- Must be computer literate with a high level of accuracy
- Provides excellent customer service
- Must be able to work independently



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Broker

- Responsible for management of GICs, RRSPs and RIFFs
- Must have investments training and be licensed through the *Federation of Canadian Independent Deposit Brokers*.

Training

All brokers are required to attend 15 hours of professional development per year per license. All expenses and registration fees for annual licensing education and training are paid for by Western Financial Group. The company also provides excellent opportunities for advancement.

The Hours, Pay and Benefits

The office is opening from 8:30 a.m. to 5:30 p.m. Monday to Friday. The office is closed Saturdays and Sundays and all Statutory Holidays. Hours of work are typically 37 ½ hours per week.

Salaries are commensurate with experience and meet industry standards. All employees are entitled to 3 weeks of vacation per year.

Western Financial Group offers a full benefit package with 75% of premiums paid by the employer. The company also offers an Employee Share Program (ESOP) and will match up to 5% of an employee's gross salary in the program.

All full-time employees are provided with five Personal Days a year without loss of pay, and six days per year Sick Leave.

HOW TO APPLY

Vacancies are generally advertised in the local newspapers and/or on the Western Financial Group Head Office website at www.westernfinancialgroup.ca.

Applicants who are interested in positions advertised locally may forward their résumé to Human Resources at Head Office (www.westernfinancialgroup.ca)

OR

E-mail their résumé to:

Eileen Cholowski CAIB
Branch Manager, Western Financial Group
Vermilion, AB

Eileen.cholowski@westernfg.ca