



Administrative Assistant

Green Benefits Group is an established, innovative and forward-thinking Benefits, Pension and Insurance Advisory Firm in Burlington. For over 20 years, we have been assisting leading employers with the design, implementation, and management of their employee benefits programs.

Due to continued growth, we are currently looking for a proactive, detail-oriented **Administrative Assistant** to support our group of professional benefits advisors. This is a full-time opportunity working in our Burlington head office.

The Administrative Assistant is responsible for administrative tasks related to preparing client renewals, client claims experience reviews, integrating client data, and calendar/event administration. If you are a team player who possesses creativity, positive energy, attention to detail, good interpersonal skills, and a smart work ethic, we'd love to hear from you!

Responsibilities include but are not limited to:

- Assist in the preparation of client reports;
- Administer our new CRM to ensure accuracy and effectiveness;
- Assist Senior Leadership with respect to calendar management, events/meeting planning, and client meeting preparation;
- Assist our marketing efforts with the development of various client and marketing materials;
- Other related duties.

If you are the qualified person, you possess:

- A minimum of 5 years of work experience in an administrative support role, preferably in a similar work environment;
- Related college diploma, or similar educational background strongly preferred;
- Strong Microsoft Office skills, particularly Excel and PowerPoint;
- Strong knowledge of CRM programs, preferably Zoho;
- Working knowledge of Adobe Programs – Acrobat (required), as well as Illustrator and Photoshop (preferred);
- Effective verbal and written communication skills;
- Strong attention to detail and follow through on assigned tasks;
- Excellent organizational skills;
- Teamwork, collaboration, and strong interpersonal skills;
- Ability to work under tight deadlines and adapt to continuous change;
- Have a strong work ethic and sensible work / life blend.

If this unique opportunity excites you, please forward your resume and cover letter in confidence to: careers@nchr.ca

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

Selected candidates with disabilities who require special needs in the selection process will be accommodated to the best of our ability.

Some organizations may use different titles for this role such as: Benefits Administrator, Client Administrator, Administrator, Marketing Assistant, etc.