



Sovereign Talent Search

Your Opportunity: Senior Administrative Assistant

Location: Vancouver, BC

Position Type: Regular, Full-Time

We are looking for an experienced, highly organized and self-motivated administrative professional to join our Vancouver team. The successful candidate will provide administrative support in a confidential and professional manner. This role would be ideal for someone who takes initiative, excels at time management and acts as a collaborative team player.

Your Impact:

- Provide principal administrative support to the Vancouver office, including:
 - Coordinating office facilities requests with a focus on service delivery
 - Conducting reception activities such as welcoming visitors and receiving/sending courier or mail
 - Ordering office stationery and maintaining inventory
 - Creating and maintaining contracts including annual reviews with office vendors
 - Preparing documents, presentations or spreadsheets with a proficiency in Microsoft Office software
 - Providing broker related administrative tasks such as file maintenance, broker contracts and production result notifications
 - Developing and maintaining professional and positive relationships with internal and external contacts
 - Coordinating desk/office space, new hire orientations and moves in collaboration with local requirements and the Corporate Administration team
 - Assisting with office filing, including managing the off-site file storage process
- Arrange and organize internal meetings or training as directed, including:
 - Booking internal/external space
 - Organizing meeting room set up
 - Arranging catering
 - Identifying requirements and ensuring equipment and supplies are available
 - Organize/print/distribute correspondence or materials
- Provide support and/or lead in the organization and planning of office related events or activities (broker events, employee recognition events, office parties, etc.)
- Administering expense reimbursements and vendor payments through the Corporate Administration Team for the office as well as individual leaders as required
- Making travel arrangements for the Western Management team, including:
 - Ensuring appropriate timing, locations and transportation
 - Accommodating business and personal schedules

Talented People. Choose Sovereign.

- Distributing travel itinerary information
- Supporting the Assistant Vice President Western Operations in monitoring the budget through tracking and reporting as required
- Other projects and/or administration duties as assigned.

Your Expertise:

- Minimum 5-7 years' progressive administrative experience
- High degree of confidentiality, discretion, and judgement
- Responsive, proactive and flexible with the ability to work with little direction
- Strong organizational and time management skills
- Strong communication skills both verbal and written
- Must be proficient in MS Office Suite (Word, Excel, PowerPoint and Outlook), Adobe and Prezi
- Strong interpersonal and customer service skills
- Effective analytical and problem solving skills

Your Next Steps:

To learn more about the impact you can make, apply to join Sovereign's talented team of professionals and stand out from the crowd!

Apply by email at careers.officeservices@sovgen.com

*Please state the job title in your email subject line.

Sovereign General Insurance is one of the major insurers in Canada, dealing exclusively with independent brokers. It is also a member of The Co-operators Group of Companies, giving it access to resources one would expect from a leading Canadian owned multi-product insurance company. The company emphasizes an innovative and entrepreneurial approach, endowing its staff with a sufficient level authority to be responsive regionally to the needs of brokers and customers.

Why Choose Sovereign?

- We provide a comprehensive compensation and benefits package, and encourage a positive work/life balance.
- We help you maximize your potential through ongoing training and educational opportunities.
- We focus on our people as our most important resource, the knowledge, expertise, creativity and empowerment of our insurance professionals sets us apart.

The Co-operators group of companies is committed to providing a work environment that is inclusive and free of employment barriers and discrimination. Accommodations will be made for qualified applicants with a disability throughout the recruitment process. If you receive a request for an interview and you have a disability which will require an accommodation to support your participation, please consult with the hiring manager as soon as practical so that suitable accommodations can be arranged.

Talented People. Choose Sovereign.