



JOB TITLE: Mailroom Coordinator
DEPARTMENT: IDC Worldsource Insurance Network Inc. (“IDC WIN”)
REPORTS TO: Case Specialist and Administrative Team Lead
LOCATION: Mississauga, ON

JOB STATEMENT:

The Mailroom Coordinator will be responsible for the timely and efficient management of the mailroom of the IDC WIN Mississauga office and for providing administrative support in areas where required.

ESSENTIAL FUNCTIONS:

Mail Handling

- Receiving, sorting and distributing all incoming mail, policy contracts, compensation statements, client statements and other forms of communication for distribution to IDC WIN associates, advisors and advisor groups;
- Tracking missing incoming mail;
- Maintaining updated mailing stations for all advisors according to mailing preference;
- Coordinating with the IDC WIN associates to ensure that mailing cutoffs are met on a daily basis;
- Examining outgoing mail for completeness and accuracy of address, ensuring that postage is correct and assisting with preparing outgoing mail for packaging;
- Ensuring that urgent outgoing mail is handled appropriately in the most cost-effective way;
- Tracking missing outgoing mail and readdressing undeliverable mail bearing incomplete or incorrect addresses; and
- Preparing outgoing mail using postage meter for Canada Post and preparing waybills for ICS, Purolator and other couriers and preparing updated mailing labels for carriers and advisors.

Communication

- Coordinating with couriers and Canada Post for timely delivery and pick up of daily mail items;
- Coordinating with couriers and Canada Post for special pickups and/or changes in schedules; and
- Working with couriers and advisors to resolve problems that may surface from time to time.

Supplies and Equipment

- Coordinating with external vendors for supplies required for mailing, packaging and shipping;
- Coordinating with external vendors for maintenance and updating of postage machine; and
- Monitoring the supplies inventory and initiating the ordering of office supplies.

Other Responsibilities

- Providing reception relief when Receptionist is on lunch, vacation or sick;
- Managing the organization and maintenance of the storage room; Managing advisor records and files in an orderly manner;
- Performing housekeeping and ensuring orderliness of immediate work premises;
- Scanning incoming hard copy policy contracts/applications and faxes; and
- Assisting management and other staff with tasks as may be assigned from time to time.

JOB SPECIFICATIONS:

- Post-secondary education
- Excellent communication and interpersonal skills

- Positive attitude and a team player with high energy and the ability to work independently
- Strong attention to detail, organizational and problem-solving skills

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to careers@worldsourcewealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.