



## Summer Employment Opportunity – Office Administration

Full-time May 2026 – August 2026 (Wingham, ON)

Howick Mutual Insurance is an established and well-respected Ontario farm mutual, who has been providing insurance to the residents of Huron, Bruce, Grey and surrounding counties for more than 150 years. We are seeking a dynamic and results oriented team player to join our administration team.

This position will provide professional, accurate and timely administration duties for the organization.

### Key Responsibilities:

- Receiving and sorting incoming mail and courier
- Monitor email and document management system for incoming correspondence
- Print policy documents, assemble and attach applicable forms
- Sort and prepare outgoing mail and courier
- Reception duties; welcoming visitors, answering and referring inbound phone calls
- Provide office administrative support to various departments as required
- Demonstrate strong organizational and time management skills to meet workload demands
- Adhere to organizational policies and procedures
- Consistently demonstrate professional behaviour and a positive attitude
- Maintain strict confidentiality

### Qualifications:

- Currently attending post-secondary education in office administration, insurance, business or other relevant discipline
- Working knowledge of Microsoft office; Outlook, Word and Excel
- Excellent communication (oral and written), interpersonal and organizational skills
- Ability to work well both independently and within a team environment
- Detail oriented with a high degree of accuracy
- Ability to multi-task and adhere to strict deadlines

Compensation \$22./hour, Monday-Friday, 37.5 hours/week, in-office

If you are interested in this exciting summer employment opportunity, please send your resume to [hr@howickmutual.com](mailto:hr@howickmutual.com).

We thank you for your interest; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in the selection process.