



### **Administrative Assistant**

Tradition Mutual Insurance Company is seeking a maternity leave replacement for the role of Administrative Assistant. This role is 100% on-site in Sebringville, ON.

**Job Type:** Fixed term contract

**Contract length:** 12 months

**Salary:** \$38,000 - \$46,000

**Schedule:** Day shift, Monday – Friday

#### **About us**

Tradition Mutual Insurance has brought safety, security and certainty to our policy owners in an unpredictable world for 150 years. As a mutual insurer, our policyholders are members and owners as well as our neighbours. We are proud to provide our members with the coverage and care we expect for our own homes, vehicles, farms and businesses. Working in insurance offers stability and comfort, knowing that our work does not stop for recessions or pandemics!

#### **Responsibilities include, but are not limited to:**

- Answering and directing incoming phone calls
- Taking minutes and organizing meetings
- Following up on deadlines
- Assist in onboarding new staff
- Assist with bill payments
- Maintain office supplies
- Working closely with the CEO on various projects.

#### **Skills and Qualifications:**

- Excellent analytical, organizational and time management skills
- Previous experience in an administrative role considered an asset
- Computer skills, including experience with Microsoft Office Software
- Ability to handle confidential and sensitive information
- Strong communication skills (both written and verbal)
- Ability to commute to Sebringville, ON, NOK 1X0 (*required*)

Applications from interested candidates will be accepted until April 30th, 2026.

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#### ***Interested in learning more?***

Apply via [Indeed](#)

Visit us online: [www.traditionmutual.com](http://www.traditionmutual.com)

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We thank all that are interested; however only candidates selected for an interview will be contacted. Please note that salary is dependent on individual applicant's qualifications.

Should you require accommodation to partake in the interview process, please let us know in advance so we may consider your individual needs.