



**Rozon Insurance Brokers Ltd.
Receptionist (Cornwall Office)**

Are you looking to join a dynamic work environment? Rozon Insurance Brokers is looking to add a Receptionist to our team!

Voted as the Top Insurance Brokerage to work for in 2019 by Insurance Business Canada; Rozon is committed to the growth and development of our employees and the community that we live in. We are a second-generation family owned and operated brokerage, with two locations in Eastern Ontario (Lancaster and Cornwall) and we have been proudly serving our community for 50+ years. Here at Rozon, we are about more than just insurance, we are committed to the community in which we live, work and play in.

We are currently accepting applications for the following position:

Receptionist (Cornwall Office)

The successful candidate will be a motivated, proven team player with well-developed organizational and interpersonal skills. As a receptionist, the candidate would be the first point of contact for Rozon Insurance Brokers Ltd. and would provide administrative support across the organization.

What you bring to the role:

- Prior receptionist experience in a professional office environment;
- Ability to speak and write both English and French languages is an asset;
- Proven track record of dependable attendance;
- Ability to multi-task and stay positive in a fast-paced environment.

Overview of the role:

- Serve incoming visitors by greeting, welcoming, announcing, and directing them to the proper staff member, as well as handling telephone services such as answering, screening, and forwarding incoming calls while providing basic information when requested;
- The chosen candidate will be required to receive and sort daily mail, deliveries, and courier information;
- Other responsibilities include clerical receptionist duties such as photocopying, scanning, faxing, assisting with small projects, and providing support to the Account Managers; and
- Ability to work collaboratively as a key member of our Cornwall team, as well as independently. Assisting the Lancaster Office with incoming calls during vacation periods.



Why Rozon Insurance?

The advantages of working at Rozon Insurance extend far beyond working with dedicated, like-minded professionals. We offer the following "added" benefits to our workplace:

- Group Benefits
- Birthdays off
- Gyms in both offices
- Minimum 3 weeks vacation plus 8 personal days
- Office hours 8:30 am to 4:30 pm
- Casual "dress" for your day environment
- Professional Development is encouraged and rewarded
- Opportunity for growth within the role

To apply, kindly forward your resume with a cover letter to:

**Laurie Fillion, RIB
Account Technician Manager
Rozon Insurance Brokers Ltd.**

**P.O Box 159, 150 Main St. North
Lancaster, On. K0C 1N0
Email: lfillion@rozoninsurance.ca**

We thank all candidates for their interest but only those selected for an interview will be contacted. No phone calls please.