



**Career Opportunity**  
**The Sovereign General Insurance Company**

**Position:** Office (Shared) Services Associate  
**Location:** Head Office – Calgary, AB  
**Job-Type:** Casual, On-call

We require a Casual/On-call Office (Shared) Services Associate at our Head Office. The associate will be responsible for the duties outlined for both The Sovereign General Insurance Company and The Co-operators General Insurance Company. The successful incumbent will be available to work between 8am-4pm Monday to Friday. Shifts will be subject to operational requirements of the department, therefore no guaranteed hours can be provided.

**Responsibilities:**

- Distribution of all incoming and outgoing courier and postal mail as well as internal mail and supply runs.
- Ensure adequate supplies of photocopy paper on all floors.
- Co-ordinate pickup and retrieval of offsite file boxes.
- Maintain and inventory on-site storage.
- Assist with large mail outs (filling envelopes etc.) as required.
- Act as back-up to Reception.
- Process in-house photocopying requests.
- Set-up furniture/equipment in all meeting rooms as required.
- Continually exhibit "Exemplari" service to both our external and internal customers.
- Pick up/disposal of office paper recycling
- Assist in miscellaneous duties as assigned.

**Qualifications:**

- Exceptional customer service skills
- Minimum 6 months mailroom experience
- Proficient in Microsoft Word and Excel
- Ability to work as part of a team as well as individually
- Highly motivated and strong work ethic
- Must be capable of moving meeting room equipment and furniture

**Apply in confidence by:**      **Email: [careers@sovgen.com](mailto:careers@sovgen.com)**  
**Fax: 1-866-754-2969**

**For more information contact:** Karen Voelkel, Manager, Corporate Administration and Shared Services (403) 216-7826.

**\*\*Internal candidates must advise their immediate supervisor and Human Resources of their intention to apply for job postings within the group of companies prior to the first interview.**

*The Sovereign 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 the leading Canadian-owned multi-product insurance company. The company emphasizes an innovative and entrepreneurial approach, endowing its staff with a sufficient level of authority to be responsive regionally to the needs of brokers and customers.*

***Our Mission***

- *To be the insurer of choice for our brokers*

***Our Vision***

- *We will be sought out for our ability to find solutions for the specialized and complex insurance needs of our brokers and their clients.*
- *Our people are our most important resource, the knowledge, expertise, creativity and empowerment of our insurance professionals will set us apart in the Canadian insurance industry.*
- *Our long term relationships with brokers who share our values will be a significant source of competitive advantage for our brokers and for The Sovereign.*
- *We will act as a catalyst for a sustainable society by providing innovative insurance solutions*

**This position may be advertised concurrently.**

Sovereign, where **talented**  **people** want to be