

Willis Group Holdings Limited is a leading global insurance broker, developing and delivering professional insurance, reinsurance, risk management, financial and human resource consulting and actuarial services to corporations, public entities and institutions around the world. Willis has more than 400 offices in nearly 120 countries, with a global team of approximately 17,000 employees serving clients in virtually every part of the world. Willis is publicly traded on the New York Stock Exchange (NYSE: WSH). Additional information on Willis may be found on its web site: www.willis.ca and www.willis.com.

We are currently seeking a **Bilingual Technical Assistant** to work at the Toronto office of Willis Canada Inc.

Essential Duties and Responsibilities:

- Issue Commercial and Risk certificates of Insurance
- Review renewals to determine if coverage is suitable or if any changes or upgrades should be offered, and process 45-60 days in advance
- Review policy wording to ensure that it matches the documentation
- Process all documentation that complies with the policy or manuscript wording
- Contact various insurance companies in a timely fashion for any late renewals, endorsements or any other documentation as required
- Provide support to clients over the phone
- Other miscellaneous administrative and clerical functions as required

Knowledge, Skills and Experience:

- RIBO licensed
- One (1) to two (2) years of relevant working experience
- Superior verbal and written communication skills
- Strong organizational skills
- Ability to work with various software products
- Proficient communication in French would be an asset

To apply for this position, please forward your resume via email only to resume.canada@willis.com and reference the title and reference code. Only those selected for an interview will be contacted.