



BECOME
AN AGENT
OF CHANGE

Promutuel is one of the largest property and casualty insurers in Québec and offers stimulating career opportunities in a variety of business sectors all across the province.

PROMUTUEL
INSURANCE

WE HAVE AN IMPORTANT ASSIGNMENT FOR YOU

RECEPTIONIST – SHAWVILLE’S OFFICE)

STUDENT SUMMER JOB – 35 hours/week

Under the supervision of the Finance and Administration Director, you will be in charge of greeting customers, answering and transferring calls. Your duties will also include making deposits, in addition to other administrative and office tasks.

You will work out of our Shawville office for Promutuel Insurance Outaouais Valley.

Profile

- High-school graduate, pursuing post-secondary studies
- Customer service experience
- Strong communication skills
- Computer and Microsoft Office suite proficiency
- Mandatory: Fluency in French and English (spoken and written)

JOIN OUR TEAM!

Send your resumé to RH department, at rh.outaouais@promutuel.ca. Only those applicants selected for interview will receive a reply.

Promutuel Insurance is an equal opportunity employer.
Profiles deemed equivalent will be given equal consideration.

PROMUTUELASSURANCE.CA