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## Administrative Assistant – Scanning Project Job Description

Internal Title: Administrative Assistant, Scanning Project (Temporary)

Location: Calgary, Alberta

Department: Branch Operations

Reports to: Melonie Johnson, Manager Commercial Lines

### Who is MMI?

- MMI Insurance is an ambitious, growing company looking for people with the desire, ability, and experience to provide excellent customer service and product knowledge to our clients.
- We want people to excel as part of a team with a diversity of skills, talents, and backgrounds.
- For over 60 years, MMI Insurance has provided home, auto, farm, church, and commercial insurance in the province of Alberta. To learn more about our company and history, please visit: <https://mmiab.ca/about-mmi/>.

### What Does MMI Offer?

- Competitive salary
- Work life balance, with a 35-hour work week

### Job Summary

- This is a temporary, full-time position with hourly wage compensation, located in our office in Calgary, Alberta.
- The position focuses on examining documents and photos, coding, and scanning into the appropriate system folders.
- Other projects could include other administrative jobs.

### Job Responsibilities

- The position focuses on examining documents and photos, coding, and scanning into the appropriate system folders.
- Manage and distribute scans that arrive in the Calgary office, as well as scanning existing hard files into IBS/Cognition+ and our Broker Management System (Sig)
- Attend team and company meetings.
- Assist with other departments' processes as required.
- Other duties and projects as assigned.

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Calgary:  
300 – 2946 32 Street NE  
Calgary, AB T1Y 6J7

Edmonton:  
4249 97 Street NW  
Edmonton, AB T6E 5Y7

Grande Prairie:  
101 – 9901 97 Avenue  
Grande Prairie, AB T8V 0N2

La Crete:  
PO Box 2260, 9706 100 St.  
La Crete, AB T0H 2H0

Lethbridge:  
1274 3 Avenue S  
Lethbridge, AB T1J 0J9

Toll Free: 1-866-222-6996

Toll Free Fax : 1-866-671-6733



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## Knowledge, Skills, and Experience

- Strong attention to detail
- Demonstrated planning and organizing skills with the ability to prioritize daily tasks.
- Flexibility as to types of work assigned and prioritization.
- Proficiency in company computer systems
- Analytical and problem-solving skills, with the ability to select, justify, and implement best solutions.
- Works well with a team, has an ability to assist and support others in achieving work related goals.
- Able to maintain the confidentiality of policyholders, business, staff, and management information. Respects and adheres to the privacy rules.
- Have a thorough understanding of office machines, including the phone, the main photocopier, and the Postage Meter
- Beginner to Intermediate Microsoft Office Skills (Outlook, Word, Excel...)

## Working Conditions or Special Circumstances

- The position is temporary, expecting to last for 5 - 8 months.
- The work schedule is Monday-Friday, 7 hours per day, with a one-hour unpaid lunch.
- Work interruption can be frequent in meeting the needs of clients and fellow team members.
- Physical requirements:
  - Computer use for up to 7 hours per day
  - Sitting for up to 7 hours per day

## To apply for this role

Please reply, including a cover letter and resume, to: [2409@mmiab.ca](mailto:2409@mmiab.ca)