



Providing Peace of Mind 100 Years & Beyond

Saskatchewan Mutual Insurance Company (SMI) is a federally registered mutual company built on a foundation of integrity, commitment and superior service. With customers across Alberta, Manitoba and Saskatchewan, written premiums of over \$45 million, as well as employee dedication and ongoing pursuit of excellence, SMI is consistently ranked as one of Saskatchewan's Top 100 Companies.

SENIOR ACCOUNTING CLERK

SMI is seeking to fill a full-time, one year term position of Senior Accounting Clerk. Reporting to the Accounting Manager, the successful candidate will be responsible for processing the clerical work of the Accounting department and responding to account inquiries from brokers and policyholders.

QUALIFICATIONS

- Completion of grade 12 education
- Six months experience in an office
- Ability to communicate effectively
- Ability to perform detailed work accurately
- Ability to establish and maintain effective working relationships with other employees
- Effective keyboarding skills

The annual salary range for this term position is \$32,087 - \$36,790. Salary will be commensurate with experience and qualifications.

If you are interested in this opportunity, please submit a resume no later than February 3, 2012 to:

Pam Gaddess, B.Comm., CIP
Office/Human Resource Manager
Saskatchewan Mutual Insurance Company
279 3rd Avenue North
SASKATOON SK S7K 2H8
Confidential Fax: (306) 653-3542
E-mail: pgaddess@saskmutual.com

We thank all interested candidates, however, only those selected for an interview will be contacted.