



At Millennium, we believe in recruiting and training the highest caliber of employees and providing them with an environment that will enhance their personal growth. Together we recognize that our clients are essential to our success and treating them with the highest degree of respect.

This is your opportunity to join the leading Brokerage within its field as a **Customer Service Broker**.

The Customer Service Broker works closely with the Account Executive on the assigned client portfolio. He/she would be responsible to handle the day to day issues directly with their assigned clients, as well as handle all administrative inquiries. He/She is a vital member of the Administrative support group, and as such is expected to provide technical and sales support on new and existing accounts in partnership with the Account Executives on all matters pertaining to their clients.

The Customer Service Broker will work directly with the insurer and client, in a collaborative and professional manner, to meet their client's needs and objectives.

The preferred candidate will have an excellent knowledge of French and English, oral and written and will have completed post-secondary education or obtained a minimum of 2 years of relevant experience. The candidate must be willing to obtain the industry license for both Ontario and Quebec. Millennium supports the licensing requirements through studies during normal working hours.

Strong computer skills, including knowledge of Microsoft applications (PowerPoint, Excel and Word) and the ability to learn new software quickly are necessary. Excellent interpersonal skills, a professional manner, strong customer service focus and the ability to collaborate and enhance the team environment are also desired.

If you are interested in finding out how you can contribute to our team, please visit our website at [www.mcm.ca](http://www.mcm.ca)

All interested applicants should respond in confidence to [hr@mcm.ca](mailto:hr@mcm.ca) or by fax at 613-842-4206. While we appreciate the interest of all applicants, we will contact only those selected for interviews.