



Here's an opportunity to join DAS – the world's leading Legal Expense Insurer, as DAS enters the Canadian marketplace. The vision - "**Affordable Justice for All**"  
Visit [www.das.ca](http://www.das.ca) for more information.

Join our high energy, motivated team in bringing legal expense insurance to the Canadian public through the independent broker channel. We currently have a position available in Toronto.

### SALES & TECHNICAL SUPPORT FOR DAS CANADA

Reporting to the Senior Manager Marketing & Sales Support, you will be part of the team supporting our broker consultants and brokers in Canada with the necessary information, literature etc.

#### **Key responsibilities include:**

- Based in Toronto, support the branch offices and brokers across the country including telephone service/helpdesk for brokers and broker consultants, broker registration, outbound sales support, follow ups
- Work closely with sales and management group
- Data entry
- Create Excel spreadsheets and Word documents as necessary
- Handle any special projects as assigned by senior management
- Assist in creation of sales presentations
- Provide broker and staff support with technical issue resolution via E-Mail, phone and other electronic media. Escalate more complex technical issues to UK-IT support and work with them to find resolutions
- Set up new equipment
- Provide support on Microsoft Office applications; such as Excel, Word, PowerPoint
- Proficient in Internet related applications such as E-Mail clients, FTP clients and Web Browsers.
- Troubleshoot on equipment issues with printers, scanners
- Administration duties including scanning, faxing, mail
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#### **Qualifications and Experience:**

- College degree or equivalent work experience.
- Sales or customer support experience, including first line IT support.
- Ability to work independently and in a team environment and function well under pressure.
- Very proficient in Word, Excel and PowerPoint