



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 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 the Greater Vancouver Area.

SALES & ADMINISTRATION SUPPORT FOR WESTERN CANADA

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

Key responsibilities include:

- Support the branch offices and brokers across Western Canada including telephone service/helpdesk for brokers and broker consultants, broker registration, outbound sales support, follow ups
- Liaise closely with sales, management group and Head Office in Canada
- Data entry, Create Excel spreadsheets and Word documents as necessary
- Handle any special projects as assigned by senior management
- Assisting in the creation of sales presentations
- Reception which includes welcoming guests
- Administration duties including scanning, faxing, mail
- Manage office supplies (paper, ink, all office related supplies)
- Management of petty cash and office expenses
- General administration duties assigned by Manager including flight bookings, compilation of reports

Qualifications and Experience:

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