

Job description

8 Camburhill Court, Unit 1

Charlottetown, PE C1E 0E2

902-626-2361

Dougan Insurance Group Inc.**Dear Candidate****Re: Employment Posting with Dougan Insurance Group Inc.**

This posting is for employment for the full-time position of Marketing Coordinator. In this position you will work in our Charlottetown location.

Term

The effective full time hire date is August 4, 2025 and is to cover a one year Maternity Leave with consideration for permanent full time thereafter.

Duties and Responsibilities

As Marketing Coordinator your duties/responsibilities will include the following:

- Quote & prepare group benefits proposals, including market studies for existing or prospective clients
- Assist employers & plan members with administrative support and claim issues
- Quote & prepare individual insurance proposals, admin forms, compliance forms/letters
- Assist individual clients with administrative support
- Attend & support in company and client events (Wellness days, golf tournaments, etc.)
- Bookkeeping
- Meet with clients on site or at our office as needed
- Other duties as deemed necessary/required

Qualifications & Skills

- Works well with Microsoft Office suite with a particular affluence with Excel
- Completed post-secondary education
- Possesses strong customer service skills and strong communication skills
- Have excellent record keeping skills with attention to detail
- Independently motivated, resourceful and results oriented
- Excellent organizational skills

Hours of Work

You will be required to work 37.5 hours per week during normal business hours, Monday to Friday.

Probationary Period

Your employment is subject to a probationary period of 3 months beginning on your start date.

Remuneration

Your annual salary will be \$50,000.00. We will calculate and deduct statutory deductions (Federal tax, C.P.P., E.I.) for you at source. Your salary is payable bi-weekly by direct deposit to the financial institution of your choice or by cheque.

Benefits

Once you have successfully completed the probation period, you shall be eligible to participate in our group benefits plan.

Vacation

Your vacation is calculated based on the calendar year and any unused entitlement is not carried over into subsequent years. The entitlement for a full time employee of Dougan Insurance Group Inc. is the following:

- 10 Vacation Days

Vacation days must be approved by Dougan Insurance Group Inc.

Please inquire if you have interest for the posted position.

Sincerely,

Kyle Dougan, CFP, CLU
Dougan Insurance Group Inc.

Craig Dougan, CFP, CLU
Dougan Insurance Group Inc.

Job Types: Full-time, Fixed term contract

Contract length: 12 months

Pay: From \$50,000.00 per year

Benefits:

- Dental care
- Extended health care
- Vision care

Flexible language requirement:

- French not required

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Charlottetown, PE: reliably commute or plan to relocate before starting work (required)

Education:

- Secondary School (preferred)

Experience:

- Administrative : 1 year (preferred)

Work Location: Charlottetown, PE

Expected start date: 2025-08-04