



JOB OPPORTUNITY  
Sales Reporting and  
Contracting Specialist



A career you can believe in

# What makes us different is the difference we're making together.

FaithLife Financial is a financial services organization that is worth getting to know. Our roots go back nearly a century – helping people achieve their financial goals and give back along the way. Great insurance and investment products, competitive rates, solid results AND we are a grow-to-give company. By helping people plan, protect and invest wisely, we can all live more generously. Reinvesting a portion of our corporate earnings for member benefits and the causes members care about is how we pay it forward. Action is the key. What we do is who we are.

**What makes us different is the difference we are making together.**

If you're intrigued by our mission and the possibility of becoming part of it, we are currently recruiting for an outstanding individual to join our team.

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## EMPLOYMENT OPPORTUNITY FOR SALES REPORTING AND CONTRACTING SPECIALIST

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### GENERAL ACCOUNTABILITY

To provide support for the Distribution department in the following areas: Sales & Distribution reporting, FR recruitment, selection and contracting processes.

### SPECIFIC ACCOUNTABILITIES

- Responsible for the coordination and preparation of all sales and distribution reporting, including recruiting and sales statistics. This role's primary responsibility is to prepare and analyse results for key stakeholders within the organization. Reports are prepared weekly, monthly and annually based on the department's reporting schedule and ad hoc reports as required.
- Support District Managers with Financial Representatives recruitment and selection process.
- Process career agent and broker contracting to ensure timely and accurate set-up.
- Process all career agent and broker terminations including facilitating member notification letter in a timely manner.
- Process and coordinate recognition program rewards, payments and communication to career agents.

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*Helping you be wise with money and live generously.*

- Consolidate and report on new Financial Representative compensation to Payroll.
- Coordinate and maintain Financial Representative Marketing Support Program.
- Represent sales and distribution at meetings and project groups as required.
- Other duties as assigned.

**REQUIREMENTS FOR THE ROLE:**

- Strong insurance knowledge
- Some knowledge of government regulations and compliance legislation
- Strong attention to detail with a focus on producing accurate and reliable results
- Excellent interpersonal skills with the ability to communicate effectively with all levels of staff
- Good problem solving and trouble shooting skills, with the ability to analyze situations/problems and come up with effective solutions
- Flexible, with the ability to quickly adapt to change
- Excellent verbal and written communication
- Solid project, time management and organization skills – ability to manage multiple priorities
- Ability to work independently or as part of a team, and within tight deadlines and under pressure
- Meticulous records maintenance skills with the ability to maintain filing systems, basic databases and data spreadsheets

**EXPERIENCE AND PROFESSIONAL QUALIFICATIONS:**

- Proven experience in developing and managing report creation and maintenance
- Post-Secondary education required
- Advanced Microsoft Office skills required
- Experience in the insurance industry preferred

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### WHY WORK AT FAITHLIFE FINANCIAL?

- Work as a team for the purpose of giving back in our community
- We offer a defined contribution pension plan with a company matching program
- Receive a comprehensive group benefit plan for you and your family
- We offer a competitive total compensation program
- We are an organization with a vested interest in growing your career

Please apply to [careers@faithlifefinancial.ca](mailto:careers@faithlifefinancial.ca) by **Monday, February 18, 2019.**

Persons with disabilities who need accommodation in the application process, or those needing job postings in an alternative format, may e-mail a request to [careers@faithlifefinancial.ca](mailto:careers@faithlifefinancial.ca)

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.

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