

Performance Expectations:

- Adherence to department workflows
- Adherence to department service standards to clients, employees & vendors

Core Competency Standards:

- **ACCURACY AND ATTENTION TO DETAIL** – Ability to perform work accurately and thoroughly.
- **COMMUNICATION** – Ability to communicate effectively with others using the spoken and written word. Ability to actively attend to, convey, and understand the comments and questions of others.
- **CONFIDENTIALITY** – Ability to maintain strict confidentiality in accordance with MAGNES privacy guidelines for client and employee information, as well as proprietary information.
- **CUSTOMER ORIENTED** – Ability to take care of the customers' needs while following company procedures.
- **RELIABILITY** – The trait of being dependable and trustworthy.
- **TEAMWORK** – Ability to be part of a team and work cohesively to achieve goals.
- **TIME MANAGEMENT** – Ability to utilize the available time to organize and follow a systematic method of prioritizing tasks in order to complete work within given deadlines.
- **PROFESSIONALISM** – Represent MAGNES professionally both internally and externally at all times.
- **INITIATIVE** – Ability to make decisions or take actions to solve a problem or reach a goal.
- **SELF-MOTIVATED** – Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- **RESPONSIBLE** – Ability to be held accountable or answerable for one's conduct.
- **RESPECT** – Values the backgrounds, experiences, opinions, feelings and the contribution of everyone in the course of delivering our services.
- **INTEGRITY** – Recognizes that building trust demands honesty. Displays a commitment to doing what we promise. Ability to be truthful and be seen as honest and credible in the workplace.
- **INNOVATION** – Constantly strives to improve both our culture and the value proposition to our customers by searching for better solutions, processes and tools.

Job Specific Competency Standards:

- **ANALYTICAL SKILLS** – Ability to use thinking and reasoning to solve a problem.
- **PROJECT MANAGEMENT** – Ability to organize and direct a project to completion.
- **RELATIONSHIP BUILDING** – Ability to effectively build relationships with customers, suppliers, and co-workers.
- **WORKING UNDER PRESSURE** – Ability to be flexible and complete assigned tasks under stressful situations in a professional manner.

Job Posting



Skills & Qualifications:

Education	- Post Secondary Degree, preferred
Languages	- Ability to speak French would be viewed as an asset
License & Certification	- RIBO License preferred, CAIB, CIP, & CRM is an asset
Industry Experience	- Minimum three years of industry experience
Computer Skills	- Proficiency in EPIC, advanced MS Office & Excel skills
Other Technical Skills	- Working knowledge of Northbridge Linq System would be a definite asset

Compensation:

- Salary Range Guideline
- Bonus Incentives
- Vacation Days
- Personal Days & Birthday
- Sick Days
- Group Benefits Plan
- Registered Retirement Savings & Pension Plan
- Education Reimbursement
- Recruiting Referral Fees

Please send Cover Letter & Resume to: Careers@magnesgroup.com