



Auto • Home • Tenant  
Business • Life • Marine

AP Insurance is a general insurance agency servicing Surrey community for over two decades. We are looking for a **Receptionist** to join our team. As the receptionist, you will play a crucial role to help eliminate stress and address concerns of our clients and team, through effective communication and improvements to processes.

We are looking for individuals:

- Driven by quality and customer service
- Enthusiastic and determined to create an impact in what they do
- Have a positive attitude and love working in a team environment
- Can communicate effectively with clients, and staff

Our goal is to serve our clients by providing value, expertise, and support.

Main Responsibilities:

- Handle incoming and outgoing mail and work with couriers
- Greet clients, answer and direct phone calls, and respond to emails in a timely and polite manner
- Send out emails via DocuSign to clients
- Organize and maintain incoming documents provided by clients
- Ensure that the file systems and other records are organized and maintained
- Assist with accounts receivables collections
- Ensuring adequate office supplies are on hand
- Administrative support to office
- Other tasks as assigned

Requirements:

- You can communicate effectively and in a positive, friendly manner
- You are detailed oriented and have excellent organizational skills
- You are able to work well under tight deadlines and work on multiple projects at one time.
- Experience in Microsoft Office, Adobe, and DocuSign

We aspire to be one of the best places to work for those who value integrity, teamwork, and sustainability. Each of us will grow personally and professionally by doing engaging work to help our community protect what matters most to them.