

EMPLOYMENT OPPORTUNITY

Job title:	Insurance Database Coordinator	Posting #:	BOC-202601
Report to:	Accounting Manager	Department:	Finance
Head Office	Ouje-Bougoumou, Qc	Work Location	Virtual

1. Job purpose

Brief explanation of the main purpose of the job that justifies its existence and the expected results.

The Insurance Database Coordinator provides administrative and operational support for the Cree Collective Deductible Insurance Program (CCDIP).

The incumbent is responsible for maintaining insurance records, coordinating claims documentation, processing insurance-related information, preparing reports and correspondence, and assisting Cree organizations participating in the program.

The position serves as a key administrative resource supporting the Insurance Liaison Officer, insurance consultants, brokers, and service providers to ensure the efficient operation of the program.

2. Key responsibilities

Critical responsibilities of the job in their order of importance and by dimension.

Insurance Administration

- Maintain insurance files, databases, policies, claims records and related documentation.
- Enter, update and verify insurance information in electronic and manual records.
- Track policy renewals, certificates of insurance, claims and other deadlines.
- Ensure that insurance records remain accurate, complete and up to date.

Claims Management

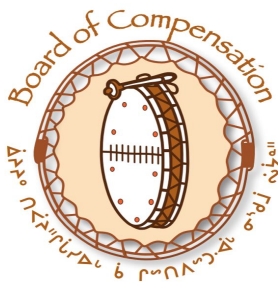
- Receive and organize claims-related documentation from participating organizations.
- Review submissions for completeness and request missing information when required.
- Forward claims documentation to insurance specialists, consultants, brokers or insurers.
- Monitor the status of claims and maintain follow-up records.
- Assist in preparing claims summaries and supporting documentation.

Communication and Client Support

- Respond to routine inquiries from participating Cree organizations.
- Provide administrative assistance regarding forms, documentation requirements and claims procedures.
- Assist with scheduling meetings, training sessions and presentations.
- Maintain regular communication with participating organizations concerning outstanding information requests.

Reporting and Data Management

- Prepare reports, spreadsheets and statistical summaries relating to claims, insurance coverage and program activities.



- Compile information required for renewals and insurance reviews.
- Assist in the preparation of presentations and management reports.
- Generate periodic tracking reports for the Insurance Liaison Officer.

Coordination with External Service Providers

- Coordinate the exchange of information between participating organizations, consultants, brokers and insurers.
- Ensure documents are transmitted accurately and within established deadlines.
- Assist in gathering information required by external insurance specialists.

General Administrative Support

- Maintain filing systems and document retention procedures.
- Draft routine correspondence, letters and communications.
- Schedule meetings and maintain calendars related to the insurance program.
- Perform other related administrative duties as assigned.

3. Supervision

Type of supervision normally offered in the job to ensure proper execution of responsibilities.

- Report to the Accounting Manager
- No supervisory responsibilities

4. Communication

Nature of internal and external communications related to the job (complexity, frequency, and level of stakeholders).

Internal communications

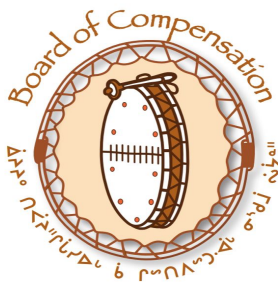
- Insurance Liaison Officer.
- Accounting Manager.
- Finance Department staff.
- Other BOC departments as required.

External communications

- Cree organizations participating in the CCDIP.
- Insurance consultants.
- Insurance brokers and providers.
- External service providers and specialists.

5. Qualifications

Education, experience, knowledge, and skills required for the job.



- Position is open to all, with a preference to Cree beneficiaries

Education

- College diploma in administration, office technology, business, social sciences or a related field; or
- An equivalent combination of education, training and relevant work experience may be considered.

Experience

- Experience in administrative support, client services, data entry, records management or a related field.
- Experience working with confidential information.
- Experience in insurance, benefits administration, claims processing or financial services would be considered an asset.

Knowledge

- Good computer literacy.
- Proficiency with Microsoft Office 365 (Word, Excel, Outlook and Teams).
- Experience working with electronic databases, records management systems or document management software.
- Knowledge of insurance terminology and processes would be considered an asset.

Skills

- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Ability to manage multiple files and meet deadlines.
- Strong customer service skills.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to work independently with minimal supervision in a remote work environment.
- Ability to follow established procedures and processes.
- Good written and verbal communication skills.
- Team player with a collaborative approach.

Languages

- Ability to communicate effectively in English.
- Cree and/or French would be considered assets.

5. Work conditions

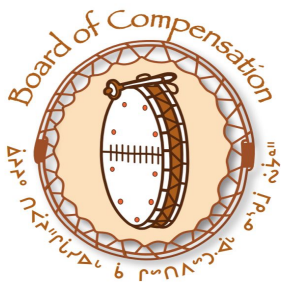
Physical effort as well as physical work environment of the job.

Physical effort

- Static position at a computer workstation

Physical work environment

- Virtual work
- Occasional travel to the nine (9) Cree communities is required



POSTING PERIOD

POSTING PERIOD: August 4 to 26, 2026

Email your resume and address cover letter to **BOC Executive Committee:** jobs@boc-creeco.ca

Note: Only qualified individuals and applicants meeting requirements will be contacted.