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## Underwriting Assistant

*As the oldest Ontario farm mutual insurance company, we've been serving our community for over 160 years. With our rich heritage, we're growing and progressing while sticking to our roots of putting policyholders first. We're investing in our new office, modern technology and innovative solutions to provide excellent client service. We offer our employees competitive compensation and a supportive team environment.*

### Role summary

As our company grows, this position reflects our commitment to creating an exceptional insurance experience. You will provide assistance through effective communication with sales representatives, running of reports and some underwriting tasks on new business, renewals and endorsements. There will also be a strong administrative component to your role, including back-up support for our Tasks Administrator and Reception.

### Responsibilities

- Support the underwriting team; professional relationship building.
- Meet service standards by accepting ownership for workload using prioritizing and organizational skills.
- Consistently provide excellent service in a professional manner.
- Effectively collaborate with our staff in all departments to achieve goals.
- Receive and make telephone calls, respond to and send emails in a friendly and helpful manner.
- Ensure documentation is complete on applications, endorsements and renewal forms.
- Compliance to regulatory concerns, company procedures and privacy laws.
- Accurately perform data entry.
- Tasks Administrator back-up, which includes assigning tasks using our tracking system to our various departments (ie: Underwriting, Claims, Accounting) per established standards.
- Reception back-up, which includes answering phone, transferring calls and greeting guests.
- Assist managers with special projects as they arise; any miscellaneous tasks as assigned.

### Qualifications

- Understanding of the value of team.
- Ability to produce consistently accurate work.
- Operate within our strategic goals and objectives.
- Ability to learn new software programs quickly.
- Flexible and able to follow directions correctly.
- Solid PC computer skills and technical ability.
- Extreme attention to quality and detail.
- Demonstrates initiative and accountability.
- Excellent listening and time management skills.
- Strong communicator, both verbal and written.
- Graduate of a college program is preferred.
- An interest in the insurance industry is an asset.

Join our talented team and make a positive impact on our company and community. This exciting opportunity will commence immediately.

**Apply by emailing your application to [megan@dumfriesmutual.com](mailto:megan@dumfriesmutual.com) by March 12, 2021.**

*We thank all applicants for their interest, but only candidates selected for an interview will be contacted.*