



## We are looking for an **UNDERWRITING ASSISTANT** Contract Position

As the oldest Ontario farm mutual insurance company, we have proudly served our community for over 160 years. We're growing and progressing while sticking to our humble roots of always putting policyholders first. We're investing in modern technology and innovative solutions to provide superior service. It's definitely an exciting time to be a part of our company!

### POSITION SUMMARY

This is a contract position starting March 1, 2022 for a minimum of twelve months. The successful candidate will be responsible for providing underwriting support and communication across all departments. Your passion for people and integrity are matched by your ability to juggle multiple competing tasks. This will be a fast-paced environment but one in which you will thrive as part of a supportive team. This position is located in Sheffield and reports directly to our Operations Manager.

### RESPONSIBILITIES

- Support the underwriting team; professional relationship building.
- Meet service standards by accepting ownership for workload using prioritizing and organizational skills.
- Effectively collaborate with our staff in all departments to achieve goals.
- 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 per established standards.
- Reception back-up, which includes answering phone, transferring calls and greeting guests.
- Assist with special projects as they arise.

### QUALIFICATIONS

- Exceptional customer service and professional manner.
- Familiarity with data privacy rules and commitment to confidentiality.
- Ability to prioritize and respond to multiple incoming tasks in a timely manner.
- Strong computer skills and aptitude to learn in a technologically-evolving workplace.
- Microsoft Office Suite (Word, Outlook, Excel, etc.).
- Attention to quality and detail.
- Flexible and able to follow directions
- Understanding of the value of team.
- Ability to produce consistently accurate work.
- Operate within our strategic goals and objectives.
- Demonstrates initiative and accountability.
- Strong communicator, both verbal and written.
- An interest in the insurance industry is an asset.

**Please forward your resume as soon as possible, in confidence to:**

[megan@dumfriesmutual.com](mailto:megan@dumfriesmutual.com)

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