

UNDERWRITING ASSISTANT

Responsibilities:

The Underwriting Assistant will provide administrative support to our Underwriting team and will:

- Process new business, endorsements, renewals, cancellations and policy reinstatements accurately and timely in accordance with service standards
- Perform data entry, data calculations/computations
- Communicate successfully with underwriters and brokers for verification and qualification of information
- Promptly respond to and investigate underwriting, broker, and policy holder service requests and other correspondence
- Issue filings and permits as requested
- Other administrative underwriting duties as assigned

Requirements:

- Post Secondary diploma in business or insurance
- CIP courses are an asset
- Experience in an office environment
- Excellent communication skills, verbal and written
- Strong MS Office skills, keyboarding and data entry skills
- Strong math skills
- Excellent organization skills, showing attention to detail and the ability to meet deadlines
- Ability to handle multiple tasks and priorities
- Demonstrated commitment to a customer service philosophy
- Team oriented and self motivated

Please submit resumes to: hr@orican.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Old Republic Canada is an equal opportunity employer. Accommodation will be provided for qualified applicants with a disability throughout all parts of the hiring process. If you require an accommodation due to a disability, please contact Human Resources and we will work with you to determine an appropriate accommodation. Applicants need to make their needs known in advance.