

Underwriting Administrative Assistant



PITCHER & DOYLE

Mississauga | Reporting to: Underwriting Manager

POSITION OVERVIEW

Support the Underwriting team by working diligently to maintain a smooth operational environment, while servicing the brokers for our National Dealership program. Main responsibilities include: Processing Underwriting Requests, Billing & other Clerical Transactions.

RESPONSIBILITIES:

- Conduct initial review of submissions and endorsement requests for completeness and rating information
- Enter and maintain files into our underwriting database (Applied/EPIC) to support Underwriting functions
- Review and analyze loss information and calculate loss ratios for renewal policies
- While working in a team environment, provide exceptional service to all internal and external stakeholders
- Work hand in hand with the underwriting staff to develop and enhance your understanding of the overall product and value proposition
- Sort and distribute mail & courier business
- Support financial procedures by entering in all billing transactions into Applied/EPIC system
- Track inventory of office supplies and place orders when necessary
- Provide support for special projects and any other duties as required

REQUIREMENTS:

- University or College degree
- CIP designation or working towards completion is an asset
- Minimum 1 year of experience in an insurance environment or Insurance related Education program
- General knowledge of insurance including underwriting principles, concepts, and methodologies
- Ability to work well independently as well as part of a team
- Strong oral and written communication skills
- Excellent organization and time management skills
- Superior quality of work
- Understanding of numeric data and manipulation in spreadsheets
- Computer skills that include all Microsoft products such as Teams, Word, Excel, PowerPoint
- Experience using Applied/EPIC would be considered a strong asset
- Superior Customer Service Skills and Business acumen

Qualified candidates are invited to email their resume and cover letter to:

careers@navacord.com

We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.