# Underwriting Assistant

**PITCHER & DOYLE**

## MISSISSAUGA, ON| Reporting to: Underwriting Manager

### POSITION OVERVIEW

Pitcher & Doyle is looking for a highly motivated individual who is seeking an opportunity to learn and grow their Insurance knowledge while providing support to the Underwriting team and excellent service to our broker partners.

### RESPONSIBILITIES:

- Work closely with our underwriting team to develop and enhance your understanding of our products and value proposition

- Process policy transactions following underwriting policies/procedures as per the Underwriter and our workflows

- Answer straightforward inquiries from brokers promptly and courteously

- Enter and maintain files into our underwriting database (Applied EPIC) to support underwriting functions and financial procedures

- Review and analyze loss information and calculate loss ratios

- Work within established authority limits, structured parameters and defined guidelines in compliance with the provided Underwriting Authority

- Administrative duties including mail and ordering risk inspections

- While working in a team environment, provide exceptional service to your assigned brokers and their portfolio

- Provide support for special projects and any other duties as required

### REQUIREMENTS:

- University / College degree

- Minimum 1 year of insurance experience, preferably Commercial or Insurance Program education

- CIP designation or working towards completion

- Technical knowledge and experience working in Property/Casualty and Garage Automobile lines of business

- Ability to work well independently as well as part of a team in a fast paced environment

- Computer skills that include Microsoft Office products (Outlook, Excel, Word, OneNote) and Applied EPIC is an asset

- Strong oral and written communication skills

- Superior customer service skills and business acumen

*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.*

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