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| Job Title | Underwriting Assistant | | Job # 2010004 |
| NOC / NAICS | 6231 / 524210 | Date | October 23, 2020 |
| Location | Newmarket: Main St. South | Wages | \$30,000+ per year based on experience |
| Experience (Yrs.) | <input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+ | Hours/Week | 40 hours/week |
| Employment Type | <input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT | Schedule Availability | Mon-Fri 8:30-4:30 |
| Benefits Available After Probation Period | <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: health benefits, company support in insurance education | | |
| Workplace / Physical Requirements | | | |
| Company | | | |
| <p>Since inception in 2003, this established commercial brokerage (business to business) represents some of the largest and most reputable Canadian Insurers. They have continued to deliver a professional commercial insurance alternative that considers client service as a Number 1 priority and they passionately protect this essential foundation for success. Exceptional business volume growth and very high client retention demonstrate they are on the right track.</p> | | | |
| Job Duties | | | |
| <p>Supporting the day to day management of our in-house and well established commercial insurance programme; duties include but are not limited to:</p> <ul style="list-style-type: none"> • Logging incoming submissions, review of underwriting information for new business and renewals, request for additional information from insurance brokers, preparation of quotes, releasing policies to insurance brokers, issuance of loss runs and general assistance with the programme administration. • Manage broker agreements for new insurance brokers requesting access to our programmes. • Reporting bound coverages as appropriate. • Support and assistance with further programmes to be developed. • Promotion of programmes as deemed appropriate. • Development of relationships with sub-brokers to encourage awareness of programmes | | | |
| Requirements / Candidate Profile | | | |
| <ul style="list-style-type: none"> • High School Diploma • Minimum of 2 years related work experience required • Detail oriented team player with the ability to multi-task in a fast-paced environment. • Strong communication skills (written and verbal) and customer service driven. • Proficient in MS Office (Word, Excel and Outlook) • Ability to learn new software systems and adapt to shifting priorities in daily workflow • Previous experience in the insurance industry a definite asset. • Opportunity to obtain RIBO License | | | |
| How to apply | | | |
| <p>To apply please submit resume to HRQR@rnaces.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.</p> | | | |
| Disclaimer | | | |
| <p><i>RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.</i></p> | | | |