



Underwriting Assistant – 18 Month Contract Position

West Wawanosh Mutual Insurance Company, has an opportunity for an **Underwriting Assistant** to join our Underwriting Team for an 18 month contract position in Dungannon, Ontario.

We offer competitive compensation based on experience as well as a positive team environment with a strong focus on community involvement and a healthy work life balance.

As an Underwriting Assistant, you will provide administrative support to the underwriting team by ordering and reviewing reports, performing data entry and other various office duties.

Position Requirements

- Strong written and verbal communication skills
- Sound judgment in decision making, problem solving and prioritization
- Demonstrated ability to handle multiple and varied tasks
- Strong computer skills and the ability to adapt to changes in technology, processes and workflow
- Must work well as part of a team and contribute to a positive work environment
- Professional and courteous in all interactions with customers and co-workers

Qualifications

- Completion of post-secondary education in a related field
- Working towards achievement of a professional designation such as Chartered Insurance Professional would be considered an asset
- Preference will be given to candidates who have experience in an underwriting support role

Interested candidates are asked to submit a resume and cover letter detailing your qualifications and experience in confidence by email to cathie.simpson@wwmic.com on or before August 30th, 2019.

We thank all applicants in advance; however, only those candidates selected for an interview will be contacted. West Wawanosh Mutual is committed to providing accommodations and to achieving a barrier-free workplace for individuals with disabilities. Should you require an accommodation in order to participate in our recruitment process, we will support you by taking into account your individual accessibility needs.