



Junior/ Intermediate Underwriter

Townsend Mutual Insurance Company is seeking an Underwriter who will report directly to the Manager of Underwriting Services. Townsend Mutual was established in 1879 and has delivered reliable insurance, peace of mind, and help in times of trouble to residents of Southern Ontario. Townsend is a financially strong, growth oriented, policy holder-owned, Mutual insurer. Our head office is located in Waterford, Ontario.

Townsend Mutual realizes that your work life is not just about performing a job: it's about work/life balance and being part of an organization that allows you to grow and reach your full potential. Our Underwriting Team is looking for ways to help our agents and broker partners grow and serve their clients better. We strive to deliver genuine personal service, dedicated to understanding needs and finding the best solution for all. Make your mark!

What you're good at:

- Attention to detail as this is required when reviewing risks for acceptability, recognizing the need for additional information as necessary and deciding on appropriate course of action.
- Documenting risk/account activities and transactions.
- Negotiating the terms and conditions of underwriting decisions effectively.
- Developing and maintaining positive and strong working relationships.
- Making recommendations to improve underwriting policies and procedures.
- Working collaboratively on special projects and assignments when required.
- Participating in self-development activities to increase knowledge of underwriting and business related subjects.
- Being proactive and service orientated, results focused, efficient.
- Being positive 😊

What you have:

- A minimum 3 years of customer service experience, preferable in the insurance field.
- Excellent communication skills both written and verbal.
- Stellar organization and strong time management skills.
- Your CIP designation or working towards it.
- The ability to adapt to an ever changing environment.
- The desire to be a part of shaping the underwriting department.
- The ability to work alone and as part of a team.

Interested candidates should submit a resume and cover letter detailing your qualifications and experience in confidence by June 30, 2017 to:

Townsend Mutual Insurance Company
Box 1030, 780 Old Highway 24, Waterford ON N0E 1Y0
Attention: Tracey McGrory, Manager of Underwriting Services
Or via email: HR@townsendmutual.com