

## Personal Lines Underwriter

Caradoc Townsend Mutual Insurance Company is seeking an experienced Personal Lines Underwriter. We realize 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:

- Reviewing new and existing risks, securing additional information as necessary and deciding on appropriate course of action.
- Negotiating the terms and conditions of risk acceptance with brokers and agents.
- Being confident in your decisions and effectively communicate them to others.
- Developing and maintaining positive and strong working relationships.
- Making recommendations relevant to changes and/or also assisting in developing underwriting policies and procedures.
- Acting as a strategic partner and mentor to agents and brokers by answering questions and assisting with training.
- Working collaboratively on special projects and assignments when required.
- Participating in self-development activities to improve or further develop knowledge of underwriting and business related subjects
- Being proactive and service orientated, results focused, efficient.
- Being curious.
- Being positive 😊

### What you have:

- A minimum 3 years of personal lines underwriting experience.
- Excellent communication skills both written and verbal.
- Stellar organization and strong time management skills.
- Your CIP designation or working towards it.
- Consistent accountability and leadership capabilities.
- The ability to adapt to an ever changing environment.
- The desire to be an integral part of shaping the underwriting culture.
- The ability to work alone and as part of a team.
- A vehicle and a valid driver's license as some travel required.



Interested candidates should submit a resume and cover letter detailing your qualifications and experience in confidence by March 23, 2018 to:

Caradoc 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](mailto:HR@townsendmutual.com)