



Underwriting Assistant

The Underwriting Assistant provides administrative support to the Underwriting team.

KEY RESPONSIBILITIES

Document Preparation and Recording

- Issuing and entering of new and renewal policies
- Issuing and entering of endorsements, decline and lapse letters
- Issuing notices of cancellation and ordering of inspections
- Updating claims information
- Preparing basic file set up documents subject to the underwriters' approval

Data Accuracy

- Investigating and reconciling accounting discrepancies

Customer Service

- Communicating with Brokers regarding recommendations and follow-up

Team Participation

- Developing and maintaining positive constructive relationships with staff
- Providing assistance and support to others as requested
- Undertaking any related activities as requested

General Administration

- Maintenance of underwriting files
- Processing mail
- Ordering loss control information

Skills & Abilities

Organizational Skills
Attention to Detail
Customer Service Skills
Communication
Decision Making Skills

Teamwork Skills
Analytic Thinking
Adaptive Capacity
Interpersonal Skills