



THE MUTUAL FIRE  
INSURANCE COMPANY  
OF BRITISH COLUMBIA

DEPARTMENT: UNDERWRITING  
POSITION TITLE: UNDERWRITING ASSISTANT  
REPORTS TO: VICE PRESIDENT UNDERWRITING

## ABOUT US

The Mutual Fire Insurance Company of British Columbia is growing and is looking for an Underwriting Assistant to work with our Personal, Commercial and Farm underwriter teams.

Founded in 1902, Mutual Fire Insurance was the first mutual insurance company headquartered in British Columbia. Today, the company provides solutions for farm, commercial, and home insurance needs from British Columbia to Ontario. Mutual Fire Insurance continuously delivers a high standard of partner service to policyholders through a wide broker network and personalized claims service to help insureds get back to normal as quickly as possible. With a unique dual policyholder structure, the Company is committed to making people a priority by creating membership initiatives, investing in technology, and supporting community projects.

## THE OPPORTUNITY

The Underwriting Assistant role is a permanent full-time position. This role will support MFI's underwriters in preparing quotations and ensuring transactions are completed for broker partners and underwriters.

### Responsibilities

- Process renewals and endorsements
- Accurately completing data entry, invoicing and reconciling of MGA programs
- Provide additional support to other departments as needed
- Maintain an awareness of market trends, pricing levels and legal requirements
- Apply loss control and risk management concepts
- Meet company Service Standards in a prompt and efficient manner within corporate timeframes

### Here's what you bring

- High school graduation
- 2 years' experience in an administrative position
- An equivalent combination of education and insurance experience
- Strong computer skills
- Excellent oral and written communication skills
- Demonstrate the ability to take initiative to manage priorities effectively



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#### What we offer

- Competitive salary
- Comprehensive employee benefit package
- Diverse mix of staff and demonstrated work/life balance
- Career growth opportunities and continuing education programs

Please send your resume in confidence to [careers@mutualfirebc.com](mailto:careers@mutualfirebc.com)

*We thank all applicants for their interest, however only candidates under consideration will be contacted.*