



THE MUTUAL FIRE
INSURANCE COMPANY
OF BRITISH COLUMBIA

Position Description

DEPARTMENT: Underwriting

POSITION TITLE: Underwriting Assistant

REPORTS TO: Underwriting Manager

The Mutual Fire Insurance Company of British Columbia is growing their team and is looking for a Underwriting Assistant. If you are passionate about our industry and you want to be part of a growing company, then this is the exceptional opportunity that you have been seeking. At Mutual Fire you will be part of a vibrant and supportive team environment.

The Mutual Fire Insurance Company of British Columbia has been in business since 1902 and has a proud heritage of serving our policy holders.

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

The Opportunity:

In this role you will be responsible for:

- Processing renewals and endorsements
- Data entry, invoicing & reconciling of MGA Programs
- Providing additional support to other departments as needed
- Maintaining an awareness of market trends, pricing levels and legal requirements.
- Applying loss control and risk management concepts
- Meeting company Service Standards in a prompt and efficient manner within corporate timeframes

Here's what you bring:

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

We offer a stimulating work environment that is guaranteed to be challenging, fast paced and fun!

Please send your resume and salary expectations in confidence to careers@mutualfirebc.com