

Are you a highly-motivated insurance professional experienced in underwriting?

Maple Mutual Insurance Company is searching for an individual to become part of our Underwriting Team. We are hiring a permanent full time **Underwriting Admin Assistant** to join our team in Dresden, Ontario. We offer competitive compensation based on experience as well as a positive team environment with a focus on health, wellness, community involvement, as well as benefit, pension packages and company paid training. As an Underwriting Admin Assistant you will primarily assist the Underwriting department and the corporate admin team.

Position Requirements:

- Strong interpersonal and effective communication skills (verbal and written)
- Demonstrates the ability to handle multiple and varied complex assignments
- Must work well as part of a team and contribute to a positive work environment
- Demonstrated efficiency and priority management skills
- Professional and courteous customer service skills
- Proficient computer skills
- Strong analytical skills for decision making and problem solving
- Ability to interact with a variety of different staff and policyholders in a professional and respectful manner
- Attention to detail
- Willing to learn new tasks
- Ability to follow direction with minimal supervision
- Assist the corporate Admin team

Qualifications:

- Applicants with a minimum of 3 year of experience preferred
- Understanding of change management principles and the ability to adapt to changes in technology, processes and workflow
- Proficient computer skills including working knowledge of MS Office, willingness to learn new software programs

Salary Range: \$35,000 to \$47,353

How to Apply:

Interested candidates are asked to submit a resume detailing your qualifications and experiences in confidence by email to Amy Dale, Underwriting Manager at amy@maplemutual.com by 4:00pm on July 14, 2024. We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.