



Usborne & Hibbert
Mutual Fire Insurance Company

Employment Opportunity
Automobile & Residential Underwriter
Temporary Full-time Contract position March 2025 – March 2026

Usborne and Hibbert (U&H) Mutual Fire Insurance Company is seeking an energetic and motivated individual to fill a one (1) year temporary full-time contract for the position of Automobile & Residential Underwriter. This position is a member of the Underwriting team, reporting to the Director of Underwriting & Analytics.

Responsibilities

- Assess risks including new business, renewals and endorsements
- Apply knowledge to underwrite, rate and document policy files
- Respond to inquiries from agents and brokers in a timely manner
- Analyze and evaluate applications, claims information, inspection reports, etc. to determine risk acceptability, policy terms and pricing

Qualifications

- Post secondary education or equivalent insurance experience considered an asset
- Excellent problem solving and decision making abilities
- Strong analytical and critical thinking skills
- Excellent verbal and written communication skills
- Proficient data entry and computer skills
- Strong customer service skills

Hourly Rate of pay range is \$26.00 - \$29.00 depending on experience.

Interested applicants are invited to send a detailed resume and cover letter **no later than 4:30 p.m. Friday, January 31, 2025** to resume@usborneandhibbert.ca

If you need an accessible format, please email donna@usborneandhibbert.ca or call (519) 301-4199. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

U&H is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.

Communication – Cooperation – Fairness – Honesty & Trust – Integrity – Respect