



## UNDERWRITING ASSISTANT

Location: **Jarvis, Hybrid** | Reports to: **Underwriting Manager** | Hours: **Full Time**

### SCOPE:

The Underwriting Assistant is a highly motivated, detail-oriented individual who is eager to learn and develop their skills through mentorship by an experienced Underwriting Team. This role will provide essential support to the Underwriting Team through various administrative functions necessary to support Nova's large book of business while upholding our reputation of offering exceptional insurance experiences to our Brokers, Agents and Members.

### BENEFITS AND REWARDS:

- Flexible work week and hours.
- Education Reimbursement Program.
- Group Benefits Plan (Health and Dental).
- Registered Pension Plan.

### EDUCATION:

- Two year commercial or technical college program.

### CORE CAPABILITIES:

- Proficient in the use of Microsoft Office and Policy Administrative Systems.
- Ability to work both independently and as part of a team.
- Positive attitude and a willingness to take on new challenges and develop skills.
- Strong organizational and time management skills, with a keen ability to prioritize tasks and meet deadlines.

### WHAT WILL YOU BE UP TO?

- Collaborating, supporting and providing administrative assistance to our Underwriting Team.
- Setting up policy renewals, reviewing and verifying information for completeness and accuracy.
- Assisting with the preparation and processing of new business, endorsements and renewals.
- Supporting special projects and other administrative duties to assist with management of the Underwriting book of business.

At Nova Mutual, we are committed to cultivating a diverse, equitable and inclusive place of work. Diversity is not just a concept we occasionally speak to and is then forgotten. It is demonstrated in how we deal with our Members and our People, how we support the communities in which we live and work and how we conduct our daily business interactions. We are an equal opportunity employer.

Persons with disabilities requiring accommodation in the application process, or those requiring job postings in an alternate format, please advise via [recruitment@novamutual.com](mailto:recruitment@novamutual.com).

APPLY TODAY