



Keeping Promises since 1880.

Underwriting Support

As a member of the Underwriting Support team, you will be responsible for processing insurance policies; reviewing for routine renewal insurance applications, as well as providing administrative support to the Underwriting team

Competencies required to succeed

- Must be able to develop a proficiency in the use and knowledge of all computer systems related to the role's function
- Sound judgement and decision making abilities
- Strong knowledge of computers and Microsoft Office programs
- Effective communication skills (both written and verbal) to interact with various internal and external contacts
- Initiative and ability to work confidently under pressure and multi task, without direct supervision
- Superior customer service mindset
- Well organized and thorough
- Curious and inquisitive, with an interest in learning
- Team player with a desire to work towards their own professional development

Responsibilities

- Prepares and reviews policies for completeness and accuracy
- Prepares and reviews endorsements, reviewing for completeness and accuracy
- Issuance on behalf of the Underwriters
- Issue, endorse, renew or cancel policies following underwriting policies/procedures, applicable laws and regulations subject to Underwriting direction.
- Input policy information into the system. Search for information relevant to the underwriting function. Answer straightforward inquiries from brokers promptly.
- Support the Underwriting team in completing sales by assisting with requests and other administrative duties.
- Sort and deliver correspondence. Assemble and prepare policy documents for mailing on a daily basis. Filing and document management
- **As directed, generate letters and memos to brokers from the system using form letters**
- Liase with Claims and Finance departments on mutual concerns
- Achieve targets, goals and objectives
- Expected to continuously update soft and technical skills through identified training
- Maintain and promote an environment of an "ease of doing business"
- Various other duties as required

Environment/Work Conditions

- Participate in Industry functions and Events as required
- Work in a collaborative team environment as part of the broader Underwriting team

If you are interested in this position, please forward your resume to careers@bcminsurance.com