



*Stability. Security. Close to home.*

**Town & Country is a member owned Mutual insurer, offering a range of auto, farm, residential and commercial products through our agent and broker partners. Our work environment is one of collaboration and inclusion, with genuine personal service.**

We currently have a career opportunity for a Personal Lines Underwriter. You will service a portfolio of business requiring good judgement and proficient underwriting ability. You will have a dedication to customer service perfection. Reporting to the Underwriting Manager, your key responsibilities will include:

- Processing and underwriting files within binding authority limits involving personal automobile and property policies based on your level of experience. This may include new business, endorsements, renewals and requests for cancellations
  - Being proficient in the use and knowledge of company production procedures and in the use of computer systems relating to the underwriting function.
  - Exhibit sound judgement and confident decision making abilities.
  - Reviewing underwriting reports and making recommendations as required. Identifying improvement needs and recommend process and/or technology changes
  - Answering inquiries and making recommendations to agents and brokers through verbal and written correspondence.
  - Providing support and training to agents regarding policy interpretation and underwriting policies and standards
  - **Required Qualifications, Knowledge, & Skills:**
  - 2 plus years' insurance experience with exposure to automobile underwriting and/or underwriting processing is needed to take on a role that handles a portfolio of business in this space.
  - CIP designation or working towards one.
  - Excellent communication and interpersonal skills
  - Highly motivated and enthusiastic
  - Ability to work both independently and as part of a team
  - Good technical aptitude
  - Ability to meet important deadlines and perform effectively under pressure
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- Interested applicants should apply to: [krouliffe@town-country-ins.ca](mailto:krouliffe@town-country-ins.ca)
  - *We thank all applicants for their interest, but only those considered for an interview will be contacted*