



*Stability. Security. Close to home.*

### **Personal Lines Underwriter**

**Do you have strong analytical abilities, a talent for building business relationships and enjoy providing excellent customer service?**

If your answer is yes, we want to hear from you. We are located in Strathroy and are part of a network of 45 mutual insurers in Ontario. As a **Personal Lines Underwriter** with **Town & Country Mutual Insurance** you will analyze, select, and price, home and auto risks balancing Broker and Agent needs against company priorities to enable profitable growth and underwriting excellence. You will also be responsible for maintaining positive relationships with our sales network in support of our growth.

The successful candidate will manage a portfolio of Agents and Brokers, provide detailed underwriting and risk analysis on personal insurance policies, and quality customer service.

#### **Specific Responsibilities:**

- Underwrite new business, policy change, and renewals incorporating sound judgment, an appropriate level of flexibility, and established underwriting and procedural guidelines. Communicate effectively and professionally with internal and external customers.
- Produce high quality, error free documentation. Maintain consistency, accuracy, and appropriate file documentation in all transactions.
- Develop and maintain positive working relationships with internal and external customers. Promote the company's mutual underwriting philosophy. Encourage growth in areas targeted to achieve profitable results. Support "ease of doing business."
- Providing support and training to agents regarding policy interpretation and underwriting policies and standards.
- You will work in a team environment and work collaboratively with others in support of company goals.

#### **Personal Characteristics**

- Analytical, interpersonal and decision-making skills are key.
- Communication skills are essential.
- You hold and achieve high personal standards of excellence. You can meet important deadlines and perform effectively under pressure.
- You are adaptable and maintain a confident demeanor, and act effectively when things are up in the air. You can adapt to and create change.
- As a relationship builder, you establish rapport easily and are constructive and helpful in group situations.

#### **Experience and Education**

- Related Business Diploma from an accredited college
- CIP designation or working towards completion
- A minimum of 2 years of Personal Lines Underwriting Experience with emphasis on Automobile insurance
- Ability to work in a paperless environment
- Proficient with the use of computer systems relating to the Underwriting function

***We thank all applicants for their interest. Only those considered for an interview will be contacted. Interested applicants should apply to [cgillet@town-country-ins.ca](mailto:cgillet@town-country-ins.ca)***