



**Town & Country
Mutual Insurance**

Stability. Security. Close to home.

Town & Country Mutual Insurance Company is looking for a motivated individual with a positive attitude to help support the Underwriting Team in the role of:

PERSONAL LINES UNDERWRITING ASSISTANT

We are seeking a highly motivated self-starter to:

- Provide necessary support in the Underwriting Team's overall journey to meet production goals and targets
- Review and direct Personal Lines policy change requests to the appropriate Underwriter
- Identify, retain and process all policy change requests within your level of authority
- Provide administrative and clerical support to the Underwriting Team
- Transfer data and documents accurately to T&C Business Management System
- Develop and maintain positive working relationships with internal and external customers
- Support ease of doing business

What you bring:

- Ability to support and lead the development of product and process improvements
- Confidence in maintaining positive working relationships with all operational departments of the Company
- Curiosity and a willingness to be open-minded and adaptable to change
- A superior customer service mindset

Experience and Education:

- Post-secondary education
- Working towards a CIP designation
- 1 year of P&C experience would be an asset
- Proficiency with policy systems and Microsoft Office programs

At Town & Country Mutual, we are here to bring safety, security and certainty to our members in an unpredictable world, through our network of agents and brokers. Our approach to mutuality values personal contributions in a healthy and collaborative working environment.

If this opportunity is of interest, we look forward to hearing from you.

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