



Underwriting Assistant

Edge Mutual Insurance Company is a community based organization in Drayton, Ontario. We take pride in our team environment and friendly culture that is progressive, professional and respectful.

Our growing company has an opportunity for a dynamic, results oriented individual, to join our Underwriting Team in a support role.

Duties:

- Data Entry
- Printing & Shipping policy changes and policy renewals
- Variety of Administrative tasks
- Reception back-up/support
- Personal Lines Underwriting Team support as assigned

Key Skills:

- Exceptional time-management
- Strong organization
- Detail oriented and thorough

Qualifications:

- Post-Secondary education
- Insurance experience is an asset but not a requirement

We Offer:

- A stable environment with core values that include professionalism, respect, integrity, dependability and excellence
- Ongoing skills development with subsidies for tuition and professional accreditation
- A generous defined benefit pension plan
- Incentive compensation benefits where excellence is financially rewarded

Interested candidates should submit resumes to:

www.edgemutual.com/apply

---Submission Deadline: December 4, 2020---

We thank all those who apply but only those selected for an interview will be contacted.
We do not wish to receive phone calls from applicants or agencies.