



Underwriting Assistant – Shelburne ON (On-Site)

Dufferin Mutual is looking for a dynamic person to join our underwriting team on a full-time basis. We are a reputable P&C insurance company and have proudly served our community since 1895. We are proud to offer a friendly and professional team environment for employees to learn, grow and develop.

The Role:

- Administrative duties
- Streamline incoming policy documents and assign internally
- Act as Task Manager for policy changes & new business using our specialized software
- Mail Coordinator - Collect, sort, print and mail policy changes and renewals
- Reception & telephone support
- Data entry
- Assist the underwriting department as required

Qualifications & Characteristics:

- Secondary school diploma
- Post-secondary education an asset
- Minimum 1-2 years administrative experience
- Exceptional customer service & communication skills – verbal and written
- Excellent time management skills to work as a key support person for internal colleagues
- Self-starter who can work independently as well as in a team environment
- Reliable, organized and has a strong attention to detail
- Proficiency with computers, Microsoft Office/Excel, entering data with speed and accuracy
- Experience in the insurance industry/underwriting is an asset

What We Offer:

- Competitive Salary
- Extended Benefits
- Defined Pension Plan
- Career growth and paid training opportunities

If you have the required skills and would like to apply for this exciting opportunity, please forward your resume to info@dufferinmutual.com

We thank all interested candidates however only those selected for an interview will be contacted.