

DEPARTMENT: UNDERWRITING
POSITION TITLE: UNDERWRITING ASSISTANT - TEMPORARY CONTRACT
REPORTS TO: TEAM LEAD UNDERWRITING ASSISTANTS

ABOUT US

The Mutual Fire Insurance Company of British Columbia is growing and is seeking a Temporary Contract Underwriting Assistant to join our team.

Founded in 1902, Mutual Fire Insurance was the first mutual insurance company headquartered in British Columbia. Today, the company provides solutions for farm, commercial, and home insurance needs from British Columbia to Ontario. Mutual Fire Insurance is committed to making people a priority by creating membership initiatives, investing in technology, and supporting community projects.

Mutual Fire Insurance's subsidiary, Four Points Insurance provides innovative insurance solutions for small to medium-sized businesses in suburban and rural areas. Four Points Insurance was formed in 2022 to support small businesses through the many adjustments they must face now, and in the future. Built with a passion for customer service and risk management, Four Points Insurance offers business owners a suite of commercial packages insurance options.

In late 2021, Mutual Fire Insurance created two employee driven committees, an ESG Committee and a Purpose Committee. Today these committees are creating the framework and policy for Mutual Fire Insurance to work towards sustainability within our communities, while also ensuring environmental, social, and governance mandates are accomplished.

THE OPPORTUNITY

The Underwriting Assistant role is a temporary contract position for one (1) year. This role will support MFI's underwriters in preparing quotations and ensuring transactions are completed for broker partners and underwriters.

Responsibilities:

- Process renewals and endorsements
- Accurately completing data entry, invoicing and reconciling of Managing General Agency programs
- Provide additional support to other departments as needed
- Maintain an awareness of market trends, pricing levels and legal requirements
- Apply loss control and risk management concepts
- Meet company service standards in a prompt and efficient manner within corporate timeframes

Here's what you bring:

- High school graduation
- 2 years' experience in an administrative position
- An equivalent combination of education and insurance experience
- Strong MS Office skills



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- Excellent oral and written communication skills
- Demonstrate the ability to take initiative to manage priorities effectively

What we offer:

- Competitive salary
- Flexible work environment, opportunity to work remotely with limited office attendance
- Diverse mix of staff and demonstrated work/life balance
- Career growth opportunities and continuing education programs

Please send your resume in confidence to careers@mutualfirebc.com

We thank all applicants for their interest, however only candidates under consideration will be contacted.