



Bay of Quinte Mutual

INSURANCE CO.

The Opportunity

Bay of Quinte Mutual Insurance Co. is seeking a Loss Prevention Officer to join our team! This position is full time and reports to the Loss Prevention Manager. As Loss Prevention Officer, you will visit the businesses, farms and homes of our policyholders with a focus on safety. You will identify issues and concerns so they can be rectified to prevent inconvenience and loss to our policyholders. You will also gather information for our Underwriting team so they can better access risk and determine the appropriate insurance coverage for our policyholders. You will be working in a hybrid work environment with the majority of your time spent at the properties of our policyholders.

If you are seeking a long-term career opportunity within a supportive team environment, then this position is for you!

What You'll Be Doing

- ❖ Work independently and schedule inspection appointments.
- ❖ Attend and conduct property inspections for our commercial, farm and residential policyholders.
- ❖ Notation of electrical, mechanical, construction, risk management and loss control points.
- ❖ Measure and photograph property.
- ❖ Calculate replacement cost of buildings when required.
- ❖ Identify risk exposures and make recommendations for improvements when necessary.
- ❖ Submit a digital report using our current software in a timely manner.
- ❖ Establish and maintain effective working relationships with key business partners, both internal and external to Bay of Quinte Mutual.
- ❖ Participate in education and meetings to stay current with Loss Prevention trends, building and safety requirements and emerging risks.

Qualifications and Experience

- ❖ Hands on working experience in building construction and building codes.
- ❖ Excellent oral and written communication skills.
- ❖ Demonstrated interpersonal skills.
- ❖ Ability to multi-task and work independently.
- ❖ Strong time management skills.
- ❖ Working knowledge of Microsoft Outlook, Apple Pages, and Numbers.
- ❖ Valid driver's licence and reliable vehicle.

Who We Are

Bay of Quinte Mutual Insurance Co. is located in Picton, Ontario, known to many as simply 'The County'. It was founded in 1874 by a group of farmers who banded together to provide insurance protection for their farms at time when the insurance companies of the day did not insure farms. Bay of Quinte Mutual has a deep history of supporting our neighbours and the communities where our policyholders live and grow. Above all else, we value our relationships and local connections.

Bay of Quinte Mutual is comprised of a 28-person team providing commercial, farm and residential insurance in Eastern Ontario. We are rare, in that we do not offer automobile insurance. Bay of Quinte partners with 15 brokers and we have a team of 3 agents in our office to provide insurance protection. Our gross written premium is approximately \$28 million, and we are among the most financially strong insurance companies in Ontario.

What We Offer



**Competitive
Compensation**



**Comprehensive
Benefits**



**Defined Benefit
Pension Plan**



**Career Advancement
Opportunities**

Compensation

Compensation will be commensurate with your experience.

How to Apply

If you are interested in joining our team, please submit your resume and cover letter detailing qualifications and experience in confidence to:

Bay of Quinte Mutual Insurance Co.
Attention: Jennifer Wilson
careers@bayofquintemutual.com

- Submission deadline is March 31, 2023 -