



Bay of Quinte Mutual

INSURANCE CO.

The opportunity

Bay of Quinte Mutual Insurance Co. is seeking an Assistant Commercial Underwriter to join our team! This position is full time and reports to the Underwriting Manager.

If you are seeking a long-term career opportunity, and not 'just a job' within a supportive team environment, then this position is for you!

What You'll Be Doing

- ❖ Assisting the commercial underwriter in processing endorsements, renewals and new business.
- ❖ Ensuring adherence to the policy wordings and rate manual.
- ❖ Communicating with brokers and agents on new and existing clients.
- ❖ Requesting and reviewing inspections.
- ❖ Establishing and maintaining effective working relationships with key business partners, both internal and external to Bay of Quinte Mutual.
- ❖ Participating in education and meetings to stay current with our underwriting practices.
- ❖ Communicate decisions and respond to requests in prompt and professional manner.
- ❖ Perform other duties as assigned.

Qualifications & Experience

- ❖ Excellent oral and written communication skills.
- ❖ Experience in the insurance industry and a knowledge of commercial insurance is an asset but not required.
- ❖ Excellent customer service skills.
- ❖ Demonstrated negotiation, problem solving and conflict resolution skills.
- ❖ Strong decision making and analytical skills.
- ❖ Ability to multi-task and adhere to strict time deadlines.
- ❖ Working knowledge of Microsoft Excel, Outlook and Word.
- ❖ Adapts to change and performs effectively under pressure.
- ❖ Ability to multi-task and monitor progress to meet deadlines.

Who We Are

Bay of Quinte Mutual Insurance Company 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 \$27 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: Underwriting Manager
careers@bayofquintemutual.com

- Submission deadline July 07, 2023