

## Underwriting Assistant

If you are an enthusiastic learner looking for a place where you can begin an exciting insurance career, we'd love to hear from you! We are looking for an organized, proactive team player to join the Halwell team as an entry level, full time Underwriting Assistant.

Halwell Mutual Insurance Company is one company in a community of Ontario farm mutuals that work together, creating a great work environment, and opportunities to learn and grow professionally. We have a friendly, caring place where you can grow your skills and launch your career in this cooperative mutual insurance industry.

Halwell is a policyholder owned, financially secure, community based property and casualty insurer located in Guelph, Ontario. Halwell has been insuring the property assets of rural, small town and urban policyholders for over 155 years with Gross Written Premium base of over \$20 million. It offers high quality insurance products for farm, property, commercial and automobile through a dedicated team and experienced broker distribution network.

We are looking for an eager **Underwriting Assistant** that can support our multi-line underwriting team. You'll interact with internal stakeholders, as well as external parties such as Halwell brokers, service providers, and policyholders. You will handle all incoming requests from brokers, preparing for the underwriters, as well as coordinating our Loss Prevention services for brokers, underwriters and policyholders. You will also help to ensure the accurate processing of our renewal systems.

### **Abilities**

- Strong written and verbal communication skills
- Analytical skill and problem-solving
- Desire to learn and progress in an insurance career
- Strong organizational skills, ability to prioritize

### **Qualifications**

- Post-secondary education, preferably in insurance or business
- Strong working knowledge of MS Office and web-based applications
- Knowledge of the P & C insurance industry is a definite asset

Halwell offers a competitive salary and a comprehensive benefit/pension package. Please reply in confidence with a detailed resume to [hr@halwellmutual.com](mailto:hr@halwellmutual.com), by June 15.

We thank all applicants for their interest, however, **only those selected for an interview will be contacted.**