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## *Junior Underwriter*

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### Who we are

Halwell Dumfries Mutual is a policyholder owned, financially secure, community-based Property & Casualty insurer; one of a group of Mutual companies forming a strong partnership across the province. We have been insuring the property assets of rural and urban policyholders in Guelph and surrounding areas through a dedicated network of independent brokers for more than 160 years, with a Gross Written Premium base of over \$70 million.

### What we offer

- Freedom and autonomy to work on new and interesting things
- The opportunity to make an impact on a well-established and fast-growing organization
- A flexible, fun and supportive culture that's a certified Great Place to Work™ and was named a Best Workplace™ for Financial Services & Insurance 2024
- Meaningful work in an organization that maintains a strong link to community and strives to "make it better"
- Competitive compensation package for all permanent staff, including salary, benefits & pension, Annual Incentive Plan, learning & development opportunities, and generous paid time off



### The position

The Junior Underwriter, operating in their assigned line of business (LOB) under the direction of the Underwriting Team Lead, will primarily be responsible for underwriting new business, renewals, and endorsements, managing service timelines, and providing excellent customer service to their assigned producers. Following underwriting guidelines, the Underwriter ensures appropriate review and documentation is completed to meet regulatory and audit requirements. The incumbent must be a self-starter and possess a customer-centric focus while protecting the interests of the company. A strong comfort with computers and software, as well as the ability to multi-task in a fast-paced, hybrid team environment is required.

### What you have

- o Exceptional interpersonal skills and a strong customer service orientation
- o Demonstrated time management and organizational skills with an appropriate sense of urgency
- o Good critical thinking and communication skills
- o Ability to work independently as well as part of a distributed team
- o High level of integrity and excellent work ethic; takes full accountability for own work

#### GUELPH OFFICE

535 Hanlon Creek Blvd., Guelph, ON N1C 0A1  
T 519.836.2860 / 1.800.267.5706

#### SHEFFIELD OFFICE

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T 519.621.4660 / 1.800.265.3573



- o Proficiency in Microsoft Office365 (Outlook, Teams, Word), database management, web-based applications, and broker/carrier systems; or ability to learn new technologies quickly
- o College diploma or certificate (preference given to Insurance program graduates)
- o 2-5 years' relevant experience in the P&C Insurance Industry

### What we are looking for

We are looking for a motivated and detail-oriented team player to fill an open vacancy, joining our team on a permanent, full-time basis. You bring a strong customer service mindset, collaborate effectively with others, and adapt confidently in a dynamic, evolving environment. Equally comfortable working independently or cross-functionally, you take pride in your work and are eager to contribute to a team that values collaboration, resourcefulness, and continuous improvement. As a flexible hybrid workplace, you will split your time between your home office and our head office. If you thrive in a supportive hybrid team environment and are seeking meaningful employment with an innovative organization that truly values its staff **apply today!**

### How to apply

Apply online at <https://halwelldumfries.applytojobs.ca/>. The successful applicant will be subject to applicable background screening, including professional references and a criminal background check. Applicants are screened and selected by our hiring team, without the use of Artificial Intelligence. We thank all applicants for their interest, however; only those selected for screening will be contacted.

### Our Values

#### **Put People First.**

Every interaction counts as we keep care at the center of what we do.

#### **Make it Better.**

Embracing change, we seek out new ways to evolve, adapt, and iterate – striving for simplicity.

#### **Grow by Leading the Way.**

We are curious, bringing a fresh mindset to new possibilities.

#### **Community at our Core.**

We make a lasting impact where we live and work so our members know we're there.

#### **Always Connected.**

We are inspired to come together, celebrate our success, and enjoy every moment.

### Accessibility Statement

*Halwell Dumfries Mutual is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If contacted for an employment opportunity, please advise Human Resources if you require accommodation for testing, interview, or employment purposes.*

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[hdmutual.com](https://hdmutual.com)