



WEST WAWANOSH MUTUAL INSURANCE COMPANY IS HIRING AN
UNDERWRITING ASSISTANT

Why West Wawanosh Mutual Insurance Company?

We believe in working to support thriving communities in rural Ontario. Our agents, brokers, directors, and staff are your neighbours. We are invested in supporting local and we are dedicated to helping our communities any way we can.

West Wawanosh Mutual Insurance Company has an immediate opportunity for a Underwriting Assistant to join our Underwriting Team in a full-time position in Goderich, Ontario. At this time, upon successful completion of a 6-month training period in the physical office, West Wawanosh Mutual provides a flexible hybrid work arrangement opportunity for this position, consisting of the option to work remotely for up to 2 days/week.

This position reports directly to the Underwriting Manager and will provide administrative support to a team of property and automobile underwriters.

Key Duties/Responsibilities

- Strong written and verbal communication skills
- Sound judgment in decision making, problem solving and prioritization
- Demonstrated ability to handle multiple and varied tasks
- Strong computer skills and the ability to adapt to changes in technology, processes and workflow
- Must work well as part of a team and contribute to a positive work environment
- Professional and courteous in all interactions with customers and co-workers

Experience/Qualifications

- Completion of post-secondary education in a related field
- Working towards achievement of a professional designation such as Chartered Insurance Professional would be considered an asset
- Preference will be given to candidates who have experience in an underwriting support role

We Offer

- A team environment that values the importance of positive attitudes, respect and initiative
- A competitive pension and benefit plan.
- A Company where compassion and innovation come first
- A network of like-minded individuals committed to your growth and development
- Strong focus on community involvement and,
- A healthy work life balance

We thank you for your interest in West Wawanosh Mutual Insurance Co. Please send your resume to cathie.simpson@wwmic.com before August 2nd, 2024 if you would like to be considered for the role.

West Wawanosh Insurance Company is an equal opportunity employer. We are committed to meeting the accessibility needs of all individuals in accordance with the (AODA) and the Ontario Human Rights Code (OHRC). Should you require an accommodation to participate in our recruitment process, we will support you by considering your individual accessibility needs.