
Intermediate Business Analyst

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 \$60 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 Intermediate Business Analyst, reporting to the Director of Corporate Strategies, works with business partners across multiple business functions to align solutions with business strategies. This position analyzes issues, defines the needed solutions and supports system testing. They act as a liaison between the business teams and IT resources, internal or external to Halwell Dumfries Mutual. This position is primarily responsible for providing support to users using our business systems, business system administration and will support User Acceptance Testing.

What you have

- **2-5 years' work experience in P&C insurance is required (claims, underwriting, finance, or broker)**
- Excellent understanding of the insurance industry, including business systems (company and/or broker) to identify issues and define requirements, troubleshoot and triage defects
- Proven track record of collaborating effectively in cross-functional teams
- Strong self-motivation and high accountability – holds self and others accountable for deliverables



- Demonstrated communication and interpersonal skills, including conflict management and negotiation
- A post-secondary degree, certificate or diploma or working towards a relevant professional designation such as CIP, CRM (or equivalent combination of education and experience)
- Prior experience as a BA, BSA or QA is considered an asset

What we are looking for

We are seeking an experienced individual that is driven and autonomous, quick to pick up new ideas and add value through their solid understanding of insurance business systems. You embrace change and are eager to make an immediate impact by providing high quality user support on a permanent, full-time basis. As a flexible hybrid workplace you will split your time between your home and our office in either Guelph or Sheffield. 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 criminal background check. We thank all applicants for their interest, however; only those selected for screening will be contacted.

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.