



## **Underwriting Support- 13 Month Contract**

### **Position Summary:**

Tradition Mutual Insurance is currently seeking applicants for the role of Underwriting Support to join our Underwriting Team for a **13 month** contract position.

In this position, you will provide support and assistance to our team of Underwriters, performing data entry and other various office duties.

### **Position Requirements:**

- Strong written and verbal communication skills
- Sound judgement in decision making, problem solving and prioritization
- Strong computer skills and the ability to prioritize
- Must work well as part of a team and contribute to a positive work environment
- Professional and courteous in all interactions

### **Qualifications:**

- High school diploma is required
- Attention to detail is imperative
- Prior insurance experience is an asset

Interested candidates are asked to submit a resume and cover letter in confidence by email to [kwolfe@traditionmutual.com](mailto:kwolfe@traditionmutual.com) on or before October 3rd, 2019.

We thank all applicants in advance; however, only those candidates selected for an interview will be contacted.