



## **Underwriting Assistant- Personal Lines**

### **Position Summary:**

Tradition Mutual Insurance Company is currently seeking applicants for the role of Underwriting Assistant to join our Underwriting Team. This is a full time position working from our Sebringville office.

### **Position Responsibilities:**

- Monitor the Underwriting email box and assign requests to the appropriate Underwriter
- Order MVR, Auto-Plus and HITS reports
- Data entry, processing renewals, new business and endorsements
- Processing of printed declaration pages and prepare for mailing
- Provide support to the Underwriting Department

### **Qualifications:**

- Excellent analytical, organizational and time management skills
- Computer/data entry skills
- Strong communication skills (both written and verbal)
- Ability to handle confidential and sensitive information
- Superior interpersonal skills
- Prior insurance experience and working towards your CIP designation are assets

Interested applicants are asked to submit a resume and cover letter in confidence by November 20<sup>th</sup>, 2019 to Kim Wolfe, Underwriting Manager at [kwolfe@traditionmutual.com](mailto:kwolfe@traditionmutual.com)

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

