

**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.

**Position Responsibilities:**

* Monitor the Underwriting email box and assign requests to the appropriate Underwriter
* 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 April 9, 2021 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.