



## Junior Underwriter – Personal Lines

United General Insurance Corporation is a well-established and growing New Brunswick automobile insurance company. We have been protecting NB policyholders and their vehicles for over 30 years. We have also been providing insurance to our neighbours in beautiful Nova Scotia for two years.

We are currently seeking a Junior Underwriter for our Personal Lines Automobile department. Working under general supervision, the junior personal lines underwriter is responsible for analyzing the acceptability of automobile insurance business according to company guidelines while working collaboratively with our sales force. The ideal candidate will have a keen attention to detail, strong familiarity working with computers and learning new software. This person will work independently and as a team player in a fast-paced environment.

### **Job Responsibilities:**

- Determine eligibility for policy changes and renewals based on guidelines
- Ensure adherence to policies, procedures and underwriting guidelines
- Communicate decisions and respond to requests in a prompt and professional manner
- Learn to understand rating procedures, wordings, underwriting policies and regulations
- Handle work assignments, including calls, efficiently
- Build positive working relationships with internal and external parties
- Maintain accurate records of decisions made and maintain completeness of policy data
- Perform data entry activity
- Perform other duties as assigned

**Required Skills:**

- Post-secondary education or related business experience
- Willingness to enroll in, or actively pursuing a CIP designation
- Proficiency with the Microsoft Office Suite
- Strong attention to detail, analytical, problem solving and communication skills
- Strong decision-making skills
- Strong customer service skills
- Demonstrated planning and organizing skills with the ability to prioritize tasks

If you are interested in this position, please send your resume to **Juanita.macqueen@ugic.nb.ca**

We appreciate all applications but will only contact those selected for an interview.

**Deadline for submissions is July 29, 2022**

Check out our newly designed website at [ugicinsurance.com](http://ugicinsurance.com)