

Junior Underwriting Assistant

Location: Fredericton, New Brunswick

Department: Processing Department

Reporting Line: Finance & Administration Leader

Job Summary

The **Junior Underwriting Assistant** plays a critical role in supporting the underwriting and processing functions within the organization. This position involves handling a variety of administrative, clerical, and technical tasks to ensure the efficient and accurate processing of insurance policies and related transactions. The ideal candidate is detail-oriented, organized, and capable of managing multiple responsibilities while maintaining a high level of accuracy and professionalism.

Key Responsibilities

Policy Processing & Documentation

- Verify the completeness and accuracy of insurance applications and submitted documents.
- Process insurance applications and transactions, ensuring accurate data entry into the system.
- Maintain and update electronic records for proper organization and accessibility, and scan, index, and file policy-related paper documents.
- Generate and distribute insurance and billing documentation to policyholders in accordance with company guidelines.
- Perform daily logging activities to keep records up to date.

Communication & Coordination

- Collaborate with underwriters and other departments to resolve data discrepancies and processing inquiries.
- Interact with agents and brokers to clarify policy details and obtain outstanding information required to complete underwriting files when necessary.
- Ensure compliance with data protection and confidentiality regulations when handling sensitive information.

Customer Service & Broker Support

- Address agent inquiries and provide detailed information regarding policies and procedures, reprint and distribute liability cards and policy documents as needed.
- Assist brokers and policyholders with payment processing and other policy-related inquiries.
- Maintain strong relationships with brokers, agents & policyholders ensuring smooth communication and timely follow-ups.
- Uphold UGIC's core values: (Unparalleled Service, Genuine Relationships, Investing in Tomorrow, Commitment to Excellence)

Skills & Qualifications

Education & Experience

- High School Diploma required; Business or administration College or University Degree preferred.
- 1-2 years of professional experience in a business or administration role is an asset.
- Insurance industry experience is strongly preferred, however it's not mandatory.

Technical Skills

- Proficiency in **Microsoft Office Suite** (Word, Excel, Outlook, Teams).
- Familiarity with **data entry management systems or CRMs** is highly valued.

Key Competencies

- **Attention to Detail:** Strong accuracy in reviewing documents, identifying discrepancies, and entering data.
- **Communication Skills:** Effective verbal and written communication for engaging with colleagues, brokers, and agents.
- **Organizational Skills:** Ability to manage multiple tasks, meet deadlines, and prioritize work efficiently.
- **Teamwork & Collaboration:** Comfortable working independently as well as within a team-oriented environment.

Working Conditions

- Office-based role with regular interaction across multiple departments and external partners.
- Requires a balance of independent work and teamwork to ensure smooth and efficient processing operations in a fast-paced environment.
- UGIC supports all employees in furthering their education through the Canadian Insurance Institute.
- All UGIC staff have full access to the LinkedIn Learning platform, which offers a variety of courses to enhance knowledge and skills.
- UGIC provides mentorship and career development support, leveraging its extensive experience and professional expertise.

If you are interested in this position, please send your resume to pradeep.chandrasekara@ugic.nb.ca

We appreciate all applications, only those selected for an interview will be contacted.

Deadline for submissions is April 4th 2025.