



**Ayr Farmers
Mutual**
Insurance Company

Loss Prevention and Building Maintenance Coordinator

About Ayr Farmers Mutual

Ayr Farmers Mutual is a financially strong, Policyholder owned and progressive property and casualty mutual insurer with written premiums of over \$47 million annually. We offer farm, residential, commercial, marine and automobile protection and coverage through a dedicated network of Agents and Brokers. We service the Southwestern Ontario region, and are located in close proximity to Kitchener, Waterloo and Cambridge.

Since 1893, the knowledgeable and caring team members of Ayr Farmers Mutual have been providing products and services that provide protection and peace of mind for our Policyholders and the community. What makes us different is our commitment to providing outstanding, personalized customer service. We continually strive to put our Policyholders and our communities first, and to ensure that every individual we serve is treated with fairness and respect.

The Company provides training, education, work life balance, wellness opportunities, community contributions and a fun and friendly working environment.

Ayr Farmers Mutual is proud of our culture. We live by our core values and genuinely care for one another and our Policyholders. We celebrate our successes and have a supportive work environment that encourages everyone to be their best.

Loss Prevention and Building Maintenance Coordinator

Our Loss Prevention team helps educate Policyholders by proactively completing surveys to identify potential risks, and potentially prevent a future loss. Reporting to the Manager of Claims and Loss Prevention, the Loss Prevention and Building Maintenance Coordinator will work closely with the team in the coordination of surveys to be completed on insured risks. This role will be responsible for providing reports to underwriting, agents, and brokers.

In addition, the position will be responsible for the administration and coordination of building maintenance. Assisting the Manager of Claims and Loss Prevention with the review of vendor contracts, supervision of vendors on-site, and responsible for minor maintenance for the facility and equipment, where necessary.



Responsibilities:

- Assist the Loss Prevention team by coordinating surveys with our Policyholders, ensuring adherence to bio-security measures
- Gather completed surveys and upload information into our policy administration and loss prevention software along with data entry
- Develop and send letters of recommendation to our Policyholders, in response to any findings from our Loss Prevention team
- Assist with various Loss Prevention administrative tasks ie. correspondence and written reports
- Collaborate with Manager of Claims and Loss Prevention to ensure our building and property is well maintained and equipment is operating effectively and efficiently
- Draft and monitor the capital and operational building budget
- Work with vendors to gather quotes, review contracts, and submit proposals to Manager of Claims and Loss Prevention
- Ensure maintenance recommendations from the health and safety committee and quarterly building checklist are completed
- Collect and organize vendor insurance certificates
- Other duties as assigned

Skills and Experience:

- Post-secondary education in a business-related program, is strongly preferred.
- Working towards CIP or CRM, is an asset
- Knowledge of interpreting maintenance instructions, manuals, safety rules, and measurements
- Understanding of how to troubleshoot issues with lighting, HVAC systems, and plumbing, is an asset
- Skills and knowledge in building construction, fire hazards and basic hazards, is an asset
- Empathetic and willingness to provide exceptional customer service
- Experience using the Microsoft suite of products
- Knowledge and experience using Guidewire software, an asset
- Self-motivated with a strong work ethic



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- Effective organizational skills
- Exceptional verbal and written communication skills
- Be an active participant in maintaining the Company's desired culture by living our values.

Why Choose Ayr Farmers Mutual?

- The opportunity to work with a reputable company that cares about our People, our Policyholders, and the Communities we serve.
- We offer a supportive learning environment.
- We invest in your growth and celebrate your achievements.
- Competitive matching Pension Plan and employer-paid Group Healthcare Benefits Plan, including a Health Care Spending Account.
- We offer a hybrid working environment.
- Dress for your workday flexibility.

Accommodation at Ayr Farmers Mutual Insurance Company

We are committed to a selection process and work environment that is inclusive and barrier free. Human Resources will work with the applicant and the selection committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.



**EMPLOYER
PARTNER**

**Proud partners with the Canadian
Centre for Diversity and Inclusion**

To learn more about Ayr Farmers Mutual, visit our website at <https://www.ayrmutual.com/>

INTERESTED IN APPLYING?

Please send your resume to: careers@ayrmutual.com