



**Ayr Farmers
Mutual**
Insurance Company

Underwriting Assistant

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.

Underwriting Assistant

Our Underwriting Team evaluates insurance opportunities and submissions using their knowledge and underwriting guidelines, applying effective judgment of risk acceptance and applicable corresponding coverages.

Reporting to the Manager of Underwriting & Administration, the Underwriting Assistant will be responsible for assisting with the processing of renewals, policy changes, and new submissions for insurance in accordance with Manuals, to determine insurance risks, insurance premiums, and extent of insurance coverage according to company policies. They will provide general administrative and office support for the Underwriting Team and provide primary coverage for Reception.



If you are a team player, passionate about creating a great customer experience, detail-oriented with excellent communication and problem-solving skills, then this could be the perfect role for you!

Responsibilities:

- Complete underwriting, processing, and mailing registered letters.
- Responsible for the daily policyholder printing including, distributing documents, operating the inserter machine, packaging envelopes, and using the postage machine.
- Develop and foster strong relationships with our Agents and Brokers.
- Listen to understand Policyholders needs.
- Complete risk assessments, and evaluations of eligibility, guidelines, coverage, and pricing.
- Provide exceptional customer service to our Policyholders through sound underwriting and responsive handling of quotes, new business, endorsements, and policy renewals.
- Complete administrative and general office duties.
- Provide coverage for the Receptionist.
- Engage in continuous growth and education opportunities.

Skills and Experience:

- Post-secondary education or equivalent experience.
- Previous underwriting experience, preferred.
- Willingness to obtain a Chartered Insurance Professional Designation.
- Strong attention to detail, time management, and analytical skills.
- Self-motivated with a strong work ethic.
- Exceptional verbal and written communication skills.
- Effective collaboration and organizational skills, with the ability to work within a team environment.
- Working knowledge of Microsoft Suite.

Why Choose Ayr Farmers Mutual?

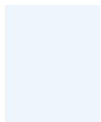
- The opportunity to work with a reputable company that cares about our People, our Policyholders, and the Communities we serve.
- We offer a supportive learning environment.



- Competitive matching Pension Plan and employer-paid Group Healthcare Benefits Plan, including a Health Care Spending Account.
- We invest in your growth and celebrate your achievements.
- 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

