



Sovereign Talent Search

Your Opportunity: Underwriting Assistant, Commercial Lines

Location: Calgary, AB

Position Type: Regular, Full-Time

We are looking for an energetic Underwriting Assistant to join our Calgary Office. The successful candidate will provide support to our underwriters through collaboration and performing a variety of administrative duties associated with the underwriting function.

Take your career to the next level by harnessing and honing your natural ability to see the big picture, think creatively and challenging the status quo.

Your Impact:

- Processing and issuance of new business, renewals and endorsements
- Maintenance of underwriting files including filing
- Communicating with Brokers regarding recommendations and follow-up
- Answering phones and pulling/distributing/sorting mail items
- Issuing notices of cancellation and ordering of inspections
- Archiving of cancelled/lapsed files and arranging for offsite storage
- Investigating and reconciling accounting discrepancies
- Various tracking and reporting duties, as required

Your Expertise:

- 1 – 2 years previous experience in an administrative role is required
- Insurance industry experience preferred.
- Good keyboarding and data entry skills
- Committed to providing superior customer service to our brokers
- Ability to apply new knowledge effectively and efficiently
- Attention to detail, accuracy and pride in workmanship
- Excellent communication skills, both verbal and written
- Effective organizational skills and the ability to prioritize tasks
- Good working knowledge of Microsoft Word & Excel

Your Next Steps:

To learn more about the impact you can make, apply to join Sovereign's talented team of professionals and stand out from the crowd!

Apply by email at careers@sovgen.com

*Please state the job title in your email subject line.

Application Deadline: January 18, 2019

The Sovereign General Insurance Company is a trusted source of risk solutions for Canadian businesses. Operating in six offices across Canada, Sovereign is a leader in empowered underwriting in commercial and specialty insurance operations. Sovereign is proud to carry an AM Best A- (Excellent) rating and to be recognized once again with Aon Hewitt Gold Level Best Small and Medium Employers in Canada for 2017. Canadian owned and operated since 1953, Sovereign is a part of The Co-operators group of companies, a leading Canadian provider of multi-line insurance products with assets of more than \$14.5 billion.

Why Choose Sovereign?

- We provide a comprehensive compensation and benefit package and encourage a positive work/life balance.
- We help you maximize your potential through ongoing training and educational opportunities.
- We focus on our people as our most important resource, the knowledge, expertise, creativity and empowerment of our insurance professionals sets us apart.

For more information, please visit: [Sovereign Insurance](#)

The Co-operators group of companies is committed to providing a work environment that is inclusive and free of employment barriers and discrimination. Accommodations will be made for qualified applicants with a disability throughout the recruitment process. If you receive a request for an interview and you have a disability which will require an accommodation to support your participation, please consult with the hiring manager as soon as practical so that suitable accommodations can be arranged.

Talented People. Choose Sovereign.