



# Sovereign Talent Search

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**Your Opportunity:** Underwriting Assistant (12-month term)

**Location:** Halifax, NS

**Position Type:** Full-Time, (12-month term)

We are looking for an energetic Underwriting Assistant to join our office in Halifax for a 12-month term. The successful candidate will provide support to our underwriters in preparation for the implementation of new processing software. Having a “can-do” attitude and the willingness to assist as needed, is integral to the role. This is great opportunity to learn about a new industry and take your career to the next level.

## **Your Impact:**

- Assist with general transactions on policies as directed by the underwriting team
- Maintenance of underwriting files including filing
- 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

## **Your Expertise:**

- A new graduate of a post-secondary institution, or 1 – 2 years previous experience in similar role is an asset
- 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](mailto:careers@sovgen.com)

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

Talented People. Choose Sovereign.

**Application Deadline:** January 22, 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.

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