



## Commercial Underwriting Assistant

With over 135 years of experience, Edge Mutual strives to be the leading provider of innovative insurance products, delivered with quality service to Rural Ontario. We serve and protect our mutual policyholders through insurance products that reflect the needs of today and tomorrow.

People come first at Edge Mutual. As a result, our focus is on building relationships with our customers. We have a team of solution-oriented problem solvers providing expertise on our home, farm, commercial and auto products. We are currently recruiting a Commercial Underwriting Assistant for a position in our office in Drayton, Ontario.

### Position Responsibilities:

- Process commercial new policies, endorsements and renewals
- Prepare renewals for underwriters
- Printing policy documents for brokers when needed
- Variety of Administrative tasks
- Commercial Lines Underwriting Team support as assigned

### Key Skills:

- Exceptional time management
- Strong organizational skills
- Detail oriented and thorough

### Qualifications:

- Post-Secondary education
- Computer Literate
- Ability to handle multiple priorities successfully

### We Offer:

- A stable environment with core values that include professionalism, respect, integrity, dependability and excellence
- Ongoing skills development with subsidies for tuition and professional accreditation
- A generous defined benefit pension plan
- Incentive compensation benefits where excellence is financially rewarded

If you have the qualifications we are seeking, please submit your resume and cover letter to:

[info@edgemutual.com](mailto:info@edgemutual.com)

---Submission Deadline: April 4, 2025---

We thank all those who apply but only those selected for an interview will be contacted.

Edge Mutual is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind. Edge Mutual makes hiring decisions based solely on qualifications, merit, and business needs at the time. We thank all those who apply but only those selected for an interview will be contacted.