



SouthEastern Mutual Insurance Company (SEM) is a well-established insurance company that has been serving New Brunswick policyholders since 1938. SEM is a financially strong mutual property and casualty company with its head office in Riverview, NB. We deliver home, tenant, farm and commercial products with automobile coverage being delivered in partnership with United General Insurance to our policyholders in New Brunswick.

Position:

As SEM continues to grow we are actively seeking a full-time Personal Lines Underwriter in our Riverview location.

Reporting to the Underwriting Manager, you will be a member of the team which oversees all underwriting functions in our company. You will be responsible for underwriting, profitability, growth and retention of new and renewal business that is consistent with the companies underwriting strategies.

Responsibilities:

- Analyze, select, negotiate and price policies accordingly to ensure a profitable book of business within the established underwriting authority
- Communicate decisions and respond to requests in a prompt and professional manner
- Complete underwriting reports, review and follow-up on recommendations of inspections and analyze loss experience
- Keep detailed record of policies underwritten and decisions made
- Handle work assignments, including calls, efficiently
- Review claim reports and provide underwriting action if required
- Build positive working relationships with internal and external parties, including networking at industry events
- Perform other duties as assigned

Qualifications:

- Minimum 5 years' underwriting experience
- Post-secondary education
- Bilingualism (English/French) is a definite asset
- Preference towards CIP/FCIP or CRM professional designation or actively working towards it
- Customer service focused. Excellent written and verbal communication skills

- Proficient with computer applications, including MS Office
- Ability to conceptualize details and develop action plans for problem solving and decision making
- Strong analytical, interpretation, organizational and time management skills.
- Ability to work both independently and within a team environment, making sound underwriting decisions with limited supervision
- Strong sales skills and business acumen

Benefits:

- An opportunity to work at a local growing company
- A generous compensation package including salary, health benefits and RRSP program
- Staff wellness program

If you are interested in this exciting, challenging position with SouthEastern Mutual Insurance, please send your resume in confidence to Tim Steeves, Underwriting Manager by **Dec 21, 2018**

tim.steeves@semutual.nb.ca

We would like to thank all applicants for their time and interest, however only those selected for an interview will be contacted.