



SE Mutual Insurance Company (SEM) is a well-established growing insurance company that has been serving New Brunswick policyholders since 1938. Our focus is protecting the interest of our members, by offering insurance coverage and options that are tailored to life in New Brunswick. Operating locally gives us the flexibility to adapt to change and make decisions quickly. It also means that the majority of earned premium dollars (97%) stay right here in New Brunswick. Not many insurance companies can say that. We are proud of our roots and proud to do business on behalf of our member-owners in New Brunswick.

Position:

SEM is actively seeking a **Senior Underwriter** at their head office in Riverview, NB.

Reporting to the Operations Manager, this Senior Underwriter will be responsible for reviewing current underwriting guidelines, development of new guidelines as the business and industry evolves, as well as actively underwriting new business and renewals. There will be a shared accountability for building a strong and profitable book of business and sustaining this through continuous improvement.

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 3 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
- A curious, investigative mindset

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 have the qualifications to take advantage of this challenging yet rewarding opportunity, please send your resume in confidence, to:

SE Mutual Insurance Company

663 Pinewood Rd, Riverview, NB E1B 5R6

Or E-Mail: careers@semutual.nb.ca

We would like to thank all applicants for the time and interest; however, please note that only those selected for interviews will be contacted.