



Underwriting Clerk

Company Overview

Antigonish Farmers' Mutual Insurance Company (AFMIC) is a well-established growing insurance company that has been serving Nova Scotia policyholders since 1910. Our focus is protecting the interest of our members by offering insurance coverage and options that are tailored to life in Nova Scotia. Operating locally gives us the flexibility to adapt to change and make decisions quickly. It also means that the majority of earned premium dollars stay right here in Nova Scotia. We are proud of our roots and proud to do business on behalf of our member-owners in Nova Scotia.

Role Expectations

Reporting to the Underwriting Manager, the Underwriting Clerk ensures that the company's processing engines are constantly producing accurate and timely new policies, renewals, and policy amendments. Working with a direct team of half a dozen employees, this is a crucial role for the company in facilitating and exporting policy documents.

Responsibilities

- Data entry – process new business policies & endorsements to policies
- Data entry – process monthly renewal documents
- Print & issue applicable policy documents to policyholders
- Able to succinctly extrapolate data from agents' applications & change requests
- Review the A/R after doing an endorsement to make sure it is correct
- Attach supporting documents to policies via insurance software
- Provide support to the underwriters and agents
- Send out oil tank questionnaires and letters to policyholders
- Go through the renewal lists for all agents
- Print and send out Tractor Liability Cards
- Underwriting / Data Entry meetings
- Other duties as assigned by the Senior Management team

Skillsets

- Strong attention to detail
- High proficiency with computers, including Microsoft Office 365
- Ability to work as part of a team and independently
- Insurance experience an asset but not mandatory; training will be provided
- Bilingualism is an asset; however, it is not required

Benefits

- An opportunity to work at a local growing company
- A competitive compensation package commensurate with experience, including salary, health benefits, and RRSP program

Applying

If you are interested in this opportunity, please mail your résumé by **September 6th, 2024**, to:

Antigonish Farmers' Mutual Insurance Company
Attn: Michael Malcolm
188 Main Street
Antigonish, NS B2G 2B9

Or email: michael@antigonishfarmersmutual.ca

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