

Underwriting Assistant (Remote First)



ZENSURANCE

Phone :
Web :

Job Summary

Vacancy :

Deadline : Sep 01, 2024

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Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Zensurance is a scale-up InsurTech company that is re-imagining the commercial insurance market. At Zensurance, we want to empower small businesses across Canada to thrive by offering an honest, simplified, and modern approach to insurance. Our main recipe is a combination of modern technology and insurance industry expertise powered by our talented team members.

Being a technology-forward company, we utilize various tools and platforms to create fun, engaging and meaningful work experiences for our employees, as a remote-first company.

We are boldly going where no insurance broker has gone before!

At Zensurance, delivering a positive customer experience is core to our values.

Do you consider yourself a detail-oriented underwriting professional? We are looking for an Underwriting Assistant that embodies our values of creating positive outcomes with a passion and persistence for delivering an exceptional customer experience with each interaction.

Reporting to the Team Lead, Underwriting, you will be interacting with internal and external Insurers, staff, and other departments to ensure strong relationship management. Data integrity is at the core of this role and you will provide support in all underwriting processes to help the team's objectives.

Responsibilities

- Document issuance and endorsement approval for all in-house programs.
- Provide support across all underwriting processes to help meet the team's objectives.
- Adhere to underwriting standards and good practices to minimize risk.
- Oversee and manage the referral process to ensure work is being distributed correctly.
- Take ownership of the data integrity; ensure the information on file is accurate and up to date for in-house program policies.
- Act as a resource to our broker team for any additional information required to underwrite accounts.
- Ensure full understanding of in-house program underwriting requirements, including endorsements and limits.
- Adhere to Service Level Agreements of both Zensurance and our partner markets.
- Maintain quality controls and check work for accuracy.
- Escalate as required difficult/complex items and customer complaints or inquiries to the Underwriter or Team Lead, Underwriting.
- Develop effective working relationships with internal and external stakeholders.
- Perform various other duties.

Requirements

- 1+ years of insurance experience.
- College Diploma or University Degree, or equivalent work experience.
- Experience in Personal Lines or Commercial Property/Casualty insurance underwriting is preferred.
- General Knowledge of all areas of general insurance coverage.
- Demonstrated ability to effectively manage time and prioritize tasks to meet tight deadlines, ensuring efficient workflow and timely completion of projects.
- Exemplary attention to detail and a dedicated work ethic, producing high-quality work and ensuring accuracy in all tasks to meet organizational standards and objectives.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to maintain confidentiality and exercise discretion.
- Dedicated team player, actively collaborating with colleagues to achieve common goals, contribute to team success, and foster a positive work environment through effective communication and cooperation.

Perks we offer at Zensurance:

- Opportunity to work for Canada's fastest-growing #insurtech scale-up
- Primarily remote work environment available to everyone
- Laptop, extra monitor and main accessories are provided
- Extra home office and supplies allowance to help with work-from-home set up
- Comprehensive and flexible health and dental plans to suit all lifestyles, including mental health
- Health/Personal Spending Accounts to subsidize your healthy habits and purchases
- Parental Leave Top Up
- Weekly Friday companywide huddles for casual catch-ups with other departments
- Build next-level relationships with your peers through scheduled companywide virtual and in-person team-building events
- Be a part of something special. We are confident you won't find any other insurance company like us :)

Who we are. What we're building.

Business is hard work, insurance doesn't have to be!

At Zensurance we believe that **teamwork** makes the **dream work**.

We are passionate about providing business owners with the best insurance solutions at great rates through an online and easy-to-use platform.

Our secret sauce is all about our culture. Here at Zensurance our culture is built on four core values that we live and breathe daily. They are:

INTEGRITY: We do what's right.

INCLUDE: We are an open and safe space for all.

INVENT: We take an innovative approach to creating straightforward solutions for our customers.

DELIVER: We set ambitious goals and hold ourselves accountable for achieving them.

Zensurance celebrates diversity in its workforce structure and encourages applications from all backgrounds.

Zensurance is an inclusive employer that celebrates diversity in its workforce structure. We encourage applications from all qualified candidates and will accommodate applicants' needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process. Please advise the recruiter if you require accommodation; to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation will be addressed confidentially.

We understand that looking for a new exciting opportunity can be time-consuming. We truly appreciate your time in going through the job posting and applying for a position with us.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
