



About Us

Since 1977, TransRe' vision has been to deliver the capacity and expertise necessary to contribute to the sustainable growth of prosperous communicates worldwide.

Our Mission

Our mission is to be the first- choice provider to reinsurance to our customers, based on:

Experience	the foundation of our long term, trust-based relationship is built on long tenured leadership in every line in every region.
Accessibility	our global network of local support for all property and casualty lines of business.
Strength	the cornerstone of our ability and willingness to pay claims.
Innovation	to track record of collaboration and service delivery to support your sustainable profitable growth.
Expertise	the basis of our timely, value-added insight and offerings.
+ Resilience	we exist to improve the resilience of communities worldwide, through our products, our people and our partnerships.

We have the following job opportunity in our **Toronto, Canada** office:

Technical Assistant

Description

As a member of the Underwriting Department, this individual will assume the duties of Technical Assistant and be responsible for the following:

- Review online clearance database for existing liabilities by coverage
- Input information to Online Underwriting system to create Reserve
- Assist underwriting with Limit structure and create system generated confirmation documents (Binders & Certificates)
- Handle diaries as due, including maintenance of online diary system and communication with Source Client for outstanding documentation
- Consult with underwriting over coverage discrepancies and communicate discrepancies with Source Client
- Process Endorsements
- Set up endorsement for underwriting review where necessary
- Consult with underwriting on requested changes to participation
- Review/Calculate reinsurance premiums due and issue endorsements
- Assist Collections department with review of premium discrepancies or outstanding premium payments
- Ensure completion of accounts in AIR & in Facultative on Demand
- Maintain various spreadsheets, complete incidental administrative functions and other duties/responsibilities as assigned

We support diversity in the workplace. We are an Equal Opportunity Employer.



Requirements

- 3-7 years experience as an Underwriting / Technical Assistant in the Property & Casualty Reinsurance Industry, specifically in Facultative
- Must have excellent verbal and written command of the English language
- Must be able to handle multiple tasks and prioritize accordingly in a high volume, time sensitive environment
- Detail oriented with strong organizational skills

Our Values

To achieve our Vision and Mission, we maintain a culture of the highest ethical standards. We treat our employees and customers fairly. We stand behind our products and services. We act with:

Integrity	work honestly, to enhance TransRe's reputation.
Respect	value all colleagues. Collaborate actively.
Performance	we reward excellence. Be accountable, manage risk and deliver TransRe's strengths.
Entrepreneurship	seize opportunities. Innovate for and with customers.
Customer Focus	anticipate their priorities. Exceed their expectations.

Interested in applying for this role? Email us your resume at careers@transre.com with the job title in the subject line.