

## **Technical Underwriting Assistant**

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

### **Description**

The Technical Underwriting Assistant will support the Treaty and Facultative Underwriting Team in Canada by providing office support to underwriters. Responsibilities will include but not be limited to:

- Inputting new and renewal business into internal systems
- Assisting underwriters as needed in data gathering and report preparation
- Working closely and troubleshooting with Underwriting, Accounting, Claims and Systems departments
- Maintaining/Updating internal systems with information from wording/contracts/documentation for all business written by the Treaty & Facultative Teams
- Ensuring all policies/contracts and underwriting documentation/approvals on all accounts written by underwriting team are filed
- Preparing reinsurance binders and certificates for underwriting team as needed
- Processing endorsements; Citing changes and/or making corrections to accounts in internal systems

### **Requirements**

- Minimum 1-2 years knowledge and understanding or relevant experience in the Insurance or Reinsurance Industry
- Strongly detailed-oriented with proven analytical skills
- Driven to achieve operational excellence; self-motivated with the desire to deliver results for the team
- Strong interpersonal skills and ability to establish and maintain effective working relationships with internal and external people in a multi-cultural environment
- Adaptable to changes in tasks and priorities accordingly in a high volume, time sensitive and paperless environment
- Proficiency in Microsoft Word and Excel required

*Interested in applying for this role? Please send your resume to [careers@transre.com](mailto:careers@transre.com)*



## About Us

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

## Our Mission

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

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

## 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:

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

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