

Technical 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

- 2+ years experience in the Insurance or Reinsurance Industry, preferably in underwriting support
- 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

Work Schedule

TransRe is supportive of an agile work schedule, which may differ based on individual roles, your local office's practices and preferences marketplace trends, and TransRe's business objectives. This position is eligible for a hybrid work schedule with approximately 3 days in the office per week, with the remainder of the week remote.

Interested in applying for this role? Please visit our [Careers Page](#) to apply!



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:

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	a 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	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:

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

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