



ICBA Underwriting Analyst

Opportunity

Helping businesses keep a promise to their employees is a great feeling, and that is what we deliver everyday. We are one of the pre-eminent construction industry associations in Canada, and we are looking for great team members who want to feel fantastic about the benefit plan services they provide and the good they do.

For nearly 45 years, the **Independent Contractors and Businesses Association (ICBA)** has been the voice of B.C.'s construction industry. Today, ICBA represents more than 2,300 members and clients, and is one of the leading third-party providers of group health and retirement benefits in B.C. and the single largest sponsor of trades apprentices in the province. ICBA undertakes public policy research and advocacy initiatives focused on the construction sector and responsible resource development.

Role Summary

As an **Underwriting Analyst** for ICBA, based in our Burnaby, BC Head Office, you will be front and centre working with an underwriting and consulting team servicing new group benefits quotes, working on renewals with carriers and supporting the in-house ICBA team as well as a broker agent network.

Responsibilities

- Underwrite group benefits requests from internal sales and external broker agent network
- Screen group requests to request missing information, clarify specifications and assess the risk involved in order to select quality business
- Set final rates through experience rating and considering all other characteristics of the risk
- Renewal rate analysis and carrier negotiation, as well renewal documentation preparation
- Negotiate final rates with Group Marketing Managers and Advisors
- Take action on requests for special rate reviews, and effectively communicate final decisions
- Report to Senior Vice President, Business Development

Requirements

- Experienced with group plans acquired through a minimum of 3 years of industry background
 - Deductive reasoning, problem solving ability and flexibility of decision making
 - Great interpersonal skills with coaching mindset
 - Enthusiasm with an interest in working in a changing environment
 - Good verbal and written communication skills as well as negotiation skills
 - Good organizational and time management abilities, and strong mathematical ability
 - Proficient with Microsoft office suite, especially Excel
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- Eager to contribute, learn and grow with an experienced and high-profile organization
 - We offer a competitive salary and full benefits package