



## Underwriting Assistant

### Opportunity

Helping businesses keep a promise to their employees and their families is a great feeling, and that is what we deliver every day. ICBA Benefits is one of the fastest growing independent group health and retirement benefits platforms in Canada, and we are looking for people to help us provide a customer experience that is second to none in the industry.

ICBA Benefits has a progressive approach to recognizing and rewarding our employees and values dedication, determination, and teamwork and as we strive to provide an exceptional member and customer experience. We are committed to helping our people turn ambition into achievement by providing a work environment that is second to none.

For more than 45 years, the Independent Contractors and Businesses Association (ICBA) has been the voice of B.C.'s construction industry. Today, ICBA represents more than 3,300+ members and clients, and is the single largest sponsor of trades apprentices in the province.

### Role Summary

As an **Underwriting Assistant** for ICBA Benefits, based in our Burnaby, BC Head Office, you will provide administrative and systems support for our Underwriting and Consulting team. This team services new group insurance benefits quotes and renewals with insurance carriers as well as supporting the in-house ICBA sales and service teams and a broker agent network.

### Responsibilities

- Administrative support services for team and supporting all aspects of group benefits underwriting and quotations requests from internal and external broker sales network
- Accurate systems reporting in Microsoft Dynamics CRM and MS SharePoint
- Manage and triage team communications over MS Outlook with business partners, insurance carriers and departmental colleagues
- Communicate professionally and efficiently with Internal and External business partners over phone and e-mail
- Work within cross-departmental teams collaboratively and efficiently
- Action activities delegated by peers and department leader
- Report to Vice President, Underwriting and Consulting

### Requirements

- Post-secondary Education and/or related business experience
- Strong Mathematical and analytical aptitude
- Great interpersonal skills with a collaboration and learner mindset
- Strong verbal and written communication skills
- Organizational and time management abilities, and strong mathematical ability and inclination



- Aptitude to learn new software systems quickly
- Proficient with Microsoft Office suite, especially Excel
- Eager to contribute, learn and grow with an experienced team and high-profile organization
- Enthusiasm with an interest in working in a changing environment
- Experienced with employee benefits and group plans an asset
- Interest, or direct experience, in developing a career in Underwriting an asset

We offer a competitive salary, team bonus, full benefits plan, transit/parking allowance and RSP matching. We encourage professional development and helping our people progress in their careers.

### How to Apply

Apply through the job post on [indeed.com](https://www.indeed.com), or submit your resume and cover letter to Jenny Ma, Office Manager, at [hr@icbabenefits.ca](mailto:hr@icbabenefits.ca).