# Underwriting Assistant – Aviation Insurance - Toronto

## About Us

*America's First Name in Aviation Insurance* -- Our tagline is far more than just a marketing slogan – it's literally true. In 1928, two enterprising pilots developed the idea of offering specialized insurance to the aviation industry. Working diligently, they established USAIG, an insurance pool composed of insurers dedicated to providing expertise in aviation underwriting and claims handling. USAIG quickly became and today remains a leading insurance provider to all segments of the aviation and aerospace industry. United States Aviation Underwriters, Inc. (USAU) manages an insurance pool of member companies, United States Aircraft Insurance Group (USAIG) and underwrites on behalf of the member companies within the USAIG pool. USAU's wholly owned subsidiary, Canadian Aviation Insurance Managers (CAIM), manages the Canadian Aircraft Insurance Group (CAIG) insurance pool. We are a subsidiary of General Re Corporation, a leading global reinsurer, and a member of the Berkshire Hathaway Inc. family of companies.

## Position Description / Requirements

Do you have a pilot's heart and an accountant's attention to detail? If so, we'd like to hear from you! We currently offer an excellent opportunity for an Underwriting Assistant in our Toronto Branch Office. The successful candidate will provide general clerical support and basic technical insurance support to the underwriting staff by performing duties and responsibilities which include but are not limited to the following:

**Position Responsibilities:**

- Ensure that information pertaining to application, premiums, broker codes, reinsurers, etc. is correctly coded on the system
- Prorate premiums in accordance with coverage changes
- Input premium data on computer to generate invoices
- Communicate with agents and brokers to receive and process routine coverage requests
- Perform data entry of computerized policy formats to generate certificates of insurance, endorsements, policies and other insurance documents
- Handle clerical duties including typing, data entry, answering telephones, scanning, photocopying, faxing and filing
- Obtain underwriter approval for insurance documents created and issued
- Interface with branch and Home Office personnel regarding coverage issues
- Perform other miscellaneous clerical and administrative duties as assigned

**Experience/Qualifications:**

- Associate's Degree desired.
- Three to five years administrative assistant experience desired; insurance/aviation industry experience preferred.
- Solid proofreading skills required.
- Accurate data entry skills necessary. Strong MS Word and Excel skills required. PowerPoint and Access desired.
- Basic math skills required.
- Focus on providing high quality customer service required.
- Self-motivated and detail orientation necessary.
- Ability to work well under time constraints and meet deadlines needed.
- Good organization skills and ability to prioritize necessary.
- Strong communication (oral and written) and interpersonal skills needed.
- Ability to work well in a team environment and assist others as necessary.
- Punctuality and reliability necessary.

### Contact:

Please submit your resume and cover letter to Karen Rafferty at: karen.rafferty@usaig.com

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