



GENERAL INSURANCE COMPANY

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**POSITION TITLE: Personal Lines Auto Intermediate Underwriter**

**DEPARTMENT: PERSONAL LINES DIVISION-UNDERWRITING**

**PRIMARY RESPONSIBILITIES:**

- Underwrite and price new business applications, endorsements and renewals for private passenger auto and other specialty personal lines products. Some exposure to underwriting personal property, Motorcycle, Motor home, Trailer, Commercial and Antique Auto risks is preferred
- Manage and achieve excellent working relationship with brokers and agents
- Confer with internal clients routinely to resolve agent, broker, claims, pricing and accounting issues
- Participate in projects as necessary
- Assist in Monthly Business Activity Reporting
- Responsible for answering phone, fax or e-mail correspondence enquires as may be required
- Other underwriting activities or functions as may be required by management

**REQUIRED QUALIFICATIONS:**

- College or University education in a related field
- A minimum of three (3) years experience in underwriting personal lines auto
- The successful candidate will already be enrolled in the CIP program with the objective of obtaining the CIP, or FCIP designation
- Strong understanding of insurance policy wordings and the ability to make sound business decisions based on those wordings
- Ability to effectively set priorities to meet deadlines
- Ability to identify problems and resolve problems
- Attention to detail
- Highly organized
- Excellent analytical skills
- A team player with a positive attitude to achieve excellent service delivery
- Excellent oral and written communication skills
- Ability to multi-task and work under pressure
- Adaptable to a changing environment
- Solid knowledge of computer programs such as Microsoft Word, Excel, Power Point and some training using Access
- Some travel maybe required
- Able to foster relationships of mutual respect with all colleagues
- OTL License required or is prepared to obtain OTL License once employed by the company

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If you would like to apply for this position, please contact our Human Resources Department at:

Email address: [careers@egi.ca](mailto:careers@egi.ca)

We thank all applicants for applying. We will contact the qualified candidates for an interview.

**Echelon Human Resources Department**

