



GENERAL INSURANCE COMPANY

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**POSITION TITLE:** Program Manager III

**DEPARTMENT:** Niche Products Division

**PRIMARY RESPONSIBILITIES:**

- Prepare demographic market research for new programs and prepare a written report on the results for review
- Develop comparisons of product features and prices for new programs and prepare a written report on the results for review
- Prepare Preliminary Program Summaries in a draft form for review and make changes as required
- Prepare draft application forms, policy wordings, underwriting manuals, rating systems, MGA agreements for review
- Prepare materials for submission to reinsurance companies for review, obtaining terms and/or approval as required
- Develop final program evaluation document in a draft form for review
- Once a program is approved submit finalized application forms, policy wordings, underwriting manuals, rating systems, MGA agreements, Custodial agreements (as required), and other required documentation necessary to launch a program
- Monitor loss ratios and overall profitability through the review and commentary of monthly case results and the quarterly contribution analysis report. Provide a report to Management outlining recommended action to be taken
- Deal with the special acceptance requests for the assigned programs by reviewing, quoting, approving and declining the individual risk as appropriate. Arrange facultative reinsurance for the risks which are above the capacity decided by the Management
- Attend annual program audits for the assigned programs accompanied with the Auditors from the Division and other Departments
- Other jobs as assigned by the Manager time to time and as required for any specific assignment or program
- Contacting MGA's to follow up on accounts receivable issues

**REQUIRED QUALIFICATIONS:**

- College or University education in a related field
- Five (5) to Seven (7) years experience in insurance underwriting, Claims or product development experience is required
- Solid knowledge of computer programs such as Microsoft Word, Excel, and Power Point
- 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 and identify problems and resolve problems
- Attention to detail and 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
- Some travel maybe required

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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](#)

