



## Insurance Quality and Assurance Coordinator

**HOWARD MUTUAL INSURANCE COMPANY** is excited to add to our dynamic team. We are currently looking to fill the role of Insurance Quality and Assurance Coordinator. This position is well suited to an individual that has extensive insurance knowledge, hands-on experience and is looking for a career in a thriving and supportive workplace.

**HOWARD MUTUAL INSURANCE COMPANY** is a well-established local mutual insurance company with locations in Ridgetown and Blenheim, Ontario, offering a rewarding and team focused environment. We pride ourselves on giving back to our community, providing exemplary service to our customers, and offering our employees opportunities for ongoing training and development. We provide a competitive compensation program which includes a comprehensive benefit and pension package.

The Insurance Quality and Assurance Coordinator will be responsible for supporting, maintaining, and creating department manuals and procedures. This position will also train and support our Sales and Underwriting Teams on Company standards and expectations, while helping develop employee performance by identifying areas for improvement.

The selected candidate will develop systems, including internal audits, to monitor and ensure employees are performing their responsibilities according to the training program.

### Qualifications:

- Postsecondary education or equivalent training and work experience
- Chartered Insurance Professional (CIP) designation, or completion of most CIP courses an asset
- Other Than Life (OTL) General Insurance Licence
- Minimum ten years of related experience
- Proficient in Microsoft Office
- Experience with insurance software
- Understanding of the mutual insurance system and its philosophy
- Strong writing, editing, and proofreading skills
- Knowledge and use of commercial/farm/residential/automobile risk rating systems  
Detailed knowledge of commercial/farm/residential/automobile risk evaluation, rating, and procedures

If you feel this is the job for you, please apply in confidence to the Human Resources Coordinator. Preference will be given to applicants with insurance experience. This position will be temporarily remote while under social distancing mandates.

We thank all applicants for their interest, however, only those considered for an interview will be contacted. Appropriate accommodations will be provided upon request throughout the recruitment and employment process, as required under the *Accessibility for Ontarians with Disabilities Act (AODA)*.

For more information about Howard Mutual Insurance, please visit our website or follow us on Facebook, Twitter, or LinkedIn