OLD REPUBLIC

OLD REPUBLIC CANADA

100 King Street West
Hamilton, ON L8P 1A2

Commercial Underwriter Trainee

The Commercial Underwriter Trainee will participate in a structured development program designed to build foundational knowledge of commercial automobile underwriting. Working under the guidance of experienced underwriters, the trainee will support the review and servicing of commercial lines business, learn underwriting guidelines and systems, and develop effective relationships with our Transportation specialist brokers.

Responsibilities:

- Participate in a structured training program to develop foundational knowledge of commercial automobile underwriting, products, guidelines, pricing, and systems.
- Review new business and renewal submissions under the guidance of experienced underwriters, gathering and organizing the information required to assess risk.
- Learn to analyze risk characteristics, coverage needs, and pricing considerations in accordance with Old Republic Canada's underwriting guidelines.
- Assist with preparing quotes, renewal terms, policy documentation, endorsements and related correspondence for review and approval.
- Maintain accurate and complete underwriting files, records and system entries while following established procedures and regulatory requirements.
- Communicate professionally with brokers and internal partners to request information, respond to routine inquiries, and support timely service.
- Work closely with Underwriters and Underwriting Assistants to learn workflows, service standards, and effective broker relationship practices.
- Seek feedback, complete assigned training, and progressively take on underwriting responsibilities as knowledge and proficiency develop.

Qualifications:

Educational/Experience:

- Post-secondary diploma or degree in business, finance, insurance, economics, or a related field; an equivalent combination of education and transferable work experience will be considered.
- Experience in insurance or financial services is an asset.
- Commitment to pursuing the Chartered Insurance Professional (CIP) designation and building a career in commercial insurance.

Skills/Abilities:

- Proven analytical and problem-solving skills, with the ability to review information, identify relevant details and make sound recommendations with guidance.
- Ability to develop positive, long-term broker relationships by understanding needs, following through on commitments, and delivering responsive service.
- Developing negotiation and influencing skills, with the ability to communicate recommendations clearly and work toward mutually beneficial outcomes.
- Solution-oriented approach to problem solving, including the ability to identify options, evaluate information and escalate complex matters appropriately.
- Strong attention to detail, accuracy, and organizational skills, with the ability to manage priorities and meet deadlines.
- Clear written and verbal communication skills and a professional, service-oriented approach.
- Proficiency with Microsoft Word, Excel, and Outlook, with the ability to learn new systems and technology.

This role is eligible for our Hybrid work model.

Salary Range: $55,000 - $65,000 annual (depending on skill, education, experience)

Please submit resume and cover letter to HR@orcanada.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Old Republic Canada is an equal opportunity employer. Accommodation will be provided for qualified applicants with a disability throughout all parts of the hiring process. If you require accommodation due to a disability, please contact Human Resources and we will work with you to determine appropriate accommodation. Applicants need to make their needs known in advance.