



SouthEastern Mutual Insurance Company (SEM) is a well-established growing insurance company that has been serving New Brunswick policyholders since 1938. Simply put, a Mutual is owned by its policyholders, aka members. Our focus is on protecting the interest of our members, by offering insurance coverage and options that are tailored to life in New Brunswick. Operating locally gives us the flexibility to adapt to change and make decisions quickly. It also means that the majority of earned premium dollars (97%) stay right here in New Brunswick! Not many insurance companies can say that. We are proud of our roots and proud to do business on behalf of our member-owners in New Brunswick.

Position:

We are actively seeking an **Underwriting Manager** to complement our dynamic, growing team in our Riverview location.

Reporting to the CEO, this experienced Manager will lead a team of underwriters and be responsible for setting the underwriting strategy, profitability, growth and retention of new and renewal business that is consistent with the companies underwriting strategies.

Responsibilities:

- Manage underwriting functions to achieve revenue, loss ratio and profit targets
- Ensure a quality underwriting work product is produced consistent with the company's underwriting strategy, standards and process
- Coach and manage a team of underwriting professionals to maximize their performance, engagement and achievement of objectives
- Complete performance reviews in accordance with agreed upon sample standards
- Support the development and implementation of business change for both short and long term direction
- Build and maintain strong relationships with key stakeholders including clients, agents, brokers, industry bodies, business partners and colleagues to maximize influence and achieve business objectives
- Communicate decisions and respond to requests in a prompt and professional manner
- Maintain up-to-date knowledge of all programs and analyze/recommend improvements to work processes and procedures
- Work with the Operations Manager to ensure that all processing and service standards are met
- Other duties as may be delegated by the CEO

Qualifications:

- Post-secondary education
- 5+ years of insurance related experience
- 5+ years managerial experience
- CIP or actively involved
- Bilingual (English and French) is preferred
- Effective customer service skills
- Excellent communication skills, both written and verbal
- Highly proficient time management and organizational skills with the ability to prioritize work in a fast paced, changing environment
- Excellent investigative and analytical skills

Benefits:

- An opportunity to work at a local growing company where you have the ability to impact change
- A generous compensation package including salary, health benefits and RRSP program
- Staff wellness program

If you are interested in this exciting, challenging position with SouthEastern Mutual Insurance, please send your resume in confidence to Shaun MacPhee, CEO by May 3, 2019.

Shaun.macphee@semutual.nb.ca

We would like to thank all applicants for their time and interest, however only those selected for an interview will be contacted.