



Position Title: Junior Underwriter

Location: Toronto, ON –Hybrid

Salary: \$60,000-\$70,000 CAD

Summary of Position:

Lions Gate Underwriting (LGU) is a global MGA with teams throughout Canada, Australia, and Latin America. As LGU continues to grow, we are seeking a **Junior Underwriter** to support our underwriting team in the evaluation, negotiation, and management of both new and renewal business. This role combines both underwriting duties and administrative responsibilities, providing an excellent opportunity for growth within a fast-paced, collaborative environment.

Key Responsibilities & Accountabilities:

- **Underwriting Support:** Assist senior underwriters in underwriting and servicing a growing book of business, including risk selection, pricing adequacy, and coverage negotiation, while adhering to company guidelines.
- **Submissions & Policy Management:** Review new business submissions, prepare quote sheets, and issue policies in line with underwriting guidelines and procedures.
- **Broker Relations:** Maintain strong relationships with retail brokers, providing certificates of insurance, answering inquiries, and following up on outstanding information.
- **Administrative Tasks:** Process endorsements, renewals, and cancellations while maintaining accurate client data in management systems, ensuring timely updates and proper record-keeping.
- **Customer Service:** Handle customer and broker inquiries, including payment processing and providing detailed information on policies and coverage.
- **Team Collaboration:** Work closely with other departments, such as claims and compliance, to ensure seamless policy management and excellent customer service.
- **Reporting & Documentation:** Compile reports and track key activities to ensure all tasks are completed and documented in line with company standards.
- **Continuous Improvement:** Identify opportunities for process improvements to enhance operational efficiency and compliance with industry regulations.

Qualifications, Experience & Additional Capabilities:

- **Underwriting Experience:** 1–2 years of experience in underwriting or insurance experience, processing, or similar insurance-related roles.
- **Attention to Detail:** Strong organizational and time management skills, with the ability to manage multiple tasks and follow up on outstanding items.

- **Industry Knowledge:** Familiarity with policy wordings, forms, and applicable coverages (experience with property and casualty, construction, or E&O business is an asset).
- **Communication Skills:** Excellent verbal and written communication skills, with strong phone skills for listening and documenting information.
- **Technical Proficiency:** Experience with EPIC and Policy Works Insurance Systems is an asset.
- **Team-Oriented:** Ability to perform effectively in a fast-paced environment, working both independently and collaboratively within a team.

Company Values:

You will personally demonstrate the organization's values of being:

- Accountable
- Entrepreneurial
- Collaborative
- Empowering
- Disciplined

Employer Information:

Lions Gate Underwriting is a division of BMS Group Ltd., a specialist Lloyd's Insurance Brokerage with more than 800 staff across 28 global offices. Headquartered in London, UK, BMS prides itself on its entrepreneurial spirit and leading service. Our Canadian teams work closely with our global offices to deliver innovative insurance and risk management solutions.

Other Information:

- Full-Time Position
- Competitive compensation package including comprehensive medical and dental benefits, generous vacation allowance, and opportunities for employer-sponsored training and education
- Hybrid work arrangements available—minimum 3 days of week in office preferred
- Please email your CV to opportunities@lionsgateuw.com