



JOB DESCRIPTION

Position Title: Underwriting Assistant

Location: Ottawa or Vancouver or Toronto—Hybrid

Salary: \$52,000 - \$62,000 CAD

Summary of Position: Lions Gate Underwriting (LGU) is a global MGA with teams throughout Canada, Australia, and Latin America. We are currently seeking an Underwriting Assistant to support our underwriting team by providing a combination of administrative and underwriting support. This role will involve assisting in the evaluation, processing, and management of both new and renewal business, while maintaining strong relationships with brokers. You will work in a fast-paced, collaborative environment and be part of a growing, dynamic team of professionals.

Key Responsibilities & Accountabilities:

- **Underwriting Support:** Assist underwriters in reviewing submissions, preparing quotes, and managing new and renewal business.
- **Policy Management:** Process policies, endorsements, renewals, and cancellations according to guidelines.
- **Broker Relations:** Respond to inquiries, issue certificates of insurance, and follow up on outstanding documentation.
- **Administrative Tasks:** Maintain accurate client data, manage document filing, and update the system with completed tasks.
- **Customer Service:** Handle customer and broker inquiries, including payment processing and policy details.
- **Team Collaboration:** Work closely with other departments to ensure smooth workflow and adherence to company standards.
- **Process Improvement:** Identify areas for operational efficiency and assist in continuous improvement initiatives.

Qualifications, Experience & Additional Capabilities:

- Prior experience in data entry or insurance-related administrative roles (underwriting support is an asset).
- Strong attention to detail, organizational, and time management skills, with the ability to manage multiple tasks and follow up on uncompleted items.
- Familiarity with insurance policy wordings and forms (property & casualty, construction, E&O are an asset).

- Excellent communication skills (both verbal and written), with the ability to interact with team members, brokers, and customers across various platforms (phone, email, messaging).
- Experience with insurance management systems such as EPIC and Policy Works is an asset.
- Ability to work independently in a fast-paced environment, while also collaborating effectively within a team.

Company Values: At LGU, we uphold the values of:

- Accountability
- Entrepreneurship
- Collaboration
- Empowerment
- Discipline

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 throughout Canada, USA, Australia, Europe, and Asia, and is headquartered in London, UK. BMS is a Canadian-owned insurance brokerage and prides itself on its entrepreneurial spirit and focus on leading service. Our Canadian teams work collaboratively 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, competitive salary, and opportunities for employer-sponsored training and education
- Hybrid work options available—minimum 3 days in office preferred
- Please email your CV to opportunities@lionsgateuw.com