

MDM Insurance Services Inc. is a fully integrated third-party administrator and adjudicator of employee benefit plans.

Group Insurance Underwriter

The Role

The Group Insurance Underwriter is responsible for assessing risk and deciding whether to accept applications for insurance coverage. The Group Insurance Underwriter must ensure that accurate quotes are produced that are competitive to the client and profitable for MDM.

Job Responsibilities

1. Risk assessment
 - Support and advise brokers/consultants and other partners in managing the ongoing financial activity for our clients
 - Prepare, review and analyze renewals and costing/quotes with commentary to support rating recommendations
 - Prepare, review and analyze plan design changes with commentary to support rating recommendations
 - Implement plan design changes
 - New group notification to insurers
 - Prepare experience and claims reports as required
 - Compare pricing and financial details in support of plan marketing activities
 - Oversee risk selection and pricing decisions
 - Client Set up/implementation
 - Determine premiums, create applications and policy wording
 - Process all assigned work in accordance with departmental service standards
 - Liaise with brokers and clients
 - Maintain RFQ and Application forms per Contract revisions
 - Participate in program testing related to system changes and enhancements in the Costing, Renewal and Underwriting programs

2. Key Competencies
 - Excellent communication skills, both written and verbal, excelling in areas of negotiation
 - A thoughtful approach to decision making with an ability to apply judgement to unique situations
 - A solutions mind set
 - Excellent customer service skills, maintains self-composure when confronted on issues. A professional and mature approach to customer service
 - Detail oriented and highly organized
 - Ability to handle large volumes of work with a high level of accuracy
 - Ability to work independently or as part of a team
 - Experience with various office software programs
 - Discretion in dealing with sensitive and confidential information
 - A positive attitude with a commitment to high quality work and service excellence
 - Other required skills are basic internet competency, strong organizational and interpersonal abilities, ability to multi-task issues and strong keyboarding skills

Qualifications

Education:

- Post-Secondary education related to accounting, finance, computer science, actuarial science, mathematics or equivalent professional experience

Experience:

- Documented history of analytical, mathematical and statistical skills
- Detailed understanding and experience underwriting all group benefit product lines
- Experience in underwriting for all standard financial accounting methodologies (non-refund, refund, ASO and various pooling arrangements)
- A minimum of two years of underwriting experience

MDM's competitive compensation package includes a company-paid employee benefit plan, health spending account and pension plan.

For confidential consideration, please forward your resume to: lorie@mdm-insurance.com

We appreciate the opportunity to review all resumes, however, only candidates selected for an interview will be contacted.