



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

Group Underwriter

The Role

MDM is seeking a Group Underwriter to join our underwriting team. You will work alongside other underwriting professionals and report directly to the Director, Operations. Your main tasks will include assessing risk and deciding whether or not to accept applications for insurance coverage as well as producing accurate quotes.

Job Responsibilities:

- 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
- Liaise with brokers and clients
- Maintain RFQ and Application forms per Contract revisions

Job Requirements:

- Post-Secondary education related to accounting, finance, computer science, actuarial science, mathematics or equivalent professional 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 experienceExcellent communication skills, both written and verbal, excelling in areas of negotiation

This full-time position is based in Guelph, Ontario with the potential to work remotely once fully trained.

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, references and cover letter to: lorie@mdm-insurance.com.

MDM is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest. However, only candidates selected for an interview will be contacted.