



ICBA Underwriting Administrative Assistant

Opportunity

Helping businesses keep a promise to their employees and their families is a great feeling, and that is what we deliver everyday. ICBA Benefits is one of the fastest growing independent group health and retirement benefits platforms in Canada, and we are looking for people to help us provide a customer experience that is second to none in the industry.

ICBA Benefits has a progressive approach to recognizing and rewarding our employees and values dedication, determination, and teamwork and as we strive to provide an exceptional member and customer experience. We are committed to helping our people turn ambition into achievement by providing a work environment that is second to none.

For over 45 years, our parent, the Independent Contractors and Businesses Association (ICBA) has been the voice of B.C.'s construction industry. Today, ICBA represents more than 3,300+ members and clients, and is the single largest sponsor of trades apprentices in the province.

Summary

As an **Underwriting Administrative Assistant** for ICBA Benefits, based in our Surrey, BC Head Office you will be front and centre working with and supporting an underwriting and consulting team servicing new group benefits quotes, working on renewals with carriers as well as supporting the in-house ICBA sales and service teams as well as a broker agent network.

Responsibilities

- Intake group benefits requests from internal and external broker sales network
- Screen group requests to quote for missing information, clarify specifications and assess the risk involved in order to select quality business
- Administrative support for high-paced, technical team
- Renewal rate analysis and carrier negotiation, as well renewal documentation preparation
- Team inbox management and triage
- Take action on requests for special rate reviews, and effectively communicate final decisions
- Working across cross-departmental teams collaboratively
- Report to Vice President, Underwriting and Consulting

Requirements

- Experienced with group benefit plans or other insurance acquired through industry background
- Deductive reasoning, problem solving ability and flexibility of decision making
- Great interpersonal skills with a collaboration and learner mindset
- Enthusiasm with an interest in working in a changing environment



- Strong verbal and written communication skills as well as negotiation skills
- Organizational and time management abilities, and strong mathematical ability
- Aptitude to learn new software systems quickly
- Proficient with Microsoft office suite, especially Excel and Microsoft Dynamics CRM
- Eager to contribute, learn and grow with an experienced and high-profile organization

Rewards

We offer:

- A competitive base salary
- Team Bonus structure
- Full benefits package
- Matching RRSP contribution benefit
- Vacation and Flex-time
- Transit allowance
- We encourage professional development and designations, as well as pursuing learning & development opportunities as part of a growing organization

How to Apply

Apply through the job post on [indeed.com](https://www.indeed.com), or submit your resume and cover letter to Jenny Ma, Office Manager, at hr@icbabenefits.ca.