

## **CLIENT SERVICE & UNDERWRITING ASSISTANT**

Etherington Generations, a privately held firm focusing on Insurance and Corporate Benefits, is looking for a Client Service and Underwriting Assistant to join our team. The Client Service and Underwriting Assistant in conjunction with our staff will work to provide product and service information to clients, resolve service challenges and stream line the underwriting process.

### **ALL ABOUT YOU:**

You are passionate about working with people and excel in customer service.  
You are organized, efficient, and enjoy resolving servicing opportunities.  
You have a knack for problem solving and never say no to a challenge.  
You are a quick study, have a fresh, open mind and love to learn.

### **ALL ABOUT THE JOB:**

- General communication and correspondence with clients and insurance companies
- Coordinate underwriting requirements
- Prepare policies for delivery to client
- Service in-force policies (including billings, in-force illustrations, etc)
- Perform other related duties as required
- Working in an environment that maintains a high level of confidentiality

### **PROFICIENCIES/ATTRIBUTES:**

- Minimum of 5 years working experience with 2-3 years of experience in the life insurance industry
- Excellent written and interpersonal communication skills
- A good natured professional with a sense of humour
- Ability to work independently, with minimal supervision, and in a team environment
- Highly proficient with Microsoft Office products
- A high level of customer service and attention to detail
- Exceptional work ethic, with strong values and principles

### **ALL ABOUT US:**

Etherington Generations, a privately held firm focusing on Insurance and Corporate Benefits, specializes in Executive and Employee Benefits, Individual Estate and Family Insurance Planning, as well as Planned Giving.

We offer trusted advice informed by a deep commitment to caring for clients and helping them plan for their current and future needs.

One of our founding principles is to serve the community that has supported us. Every Etherington Generations partner has held or holds key voluntary leadership roles within our charity of choice, Special Olympics Canada, whilst also serving other not-for-profit organizations.

Our office is conveniently located in Toronto at Yonge & Davisville, near the subway line.

### **APPLICATION:**

If you have these qualifications and wish to apply please email your resume in confidence to [jobs@teg.ca](mailto:jobs@teg.ca)  
Please include your salary expectation along with your cover letter. Thank you in advance for your interest and we will be in touch with potential candidates.