



Vacancy

Underwriting Clerk

RF&G Life Insurance Company Ltd. is seeking a highly organized and detail-oriented Underwriting Clerk who will be responsible for reviewing applications for completeness, ensuring accurate data entry into the Company Policy Admin System, and coordinating records for the Underwriting Department. The successful candidate will provide administrative support to the Underwriters and Senior Underwriter and is also responsible for preparing documents for dispatch.

Key Responsibilities

- Review new and existing business applications for completeness.
- Perform accurate data entry into the Company Policy Admin System.
- Prepare and maintain underwriting files and records.
- Assist with policy changes, renewals, endorsements, and reinstatements.
- Respond to enquiries from clients and Sales Agents.
- Prepare underwriting documents for dispatch and maintain departmental records

Qualifications & Experience

- Associate's degree (minimum requirement).
- At least **one (1) year** of experience in the Life Insurance industry.
- LOMA Level 1 (Principles of Insurance) is an asset.
- LOMA Associate Customer Service (ACS) designation is an asset.

Knowledge & Skills

- Proficient in Microsoft Office applications.
- Strong oral and written communication skills.
- Excellent organizational and time management skills.
- High attention to detail and accuracy.
- Ability to work effectively in a team environment.
- Professional, ethical, and customer-focused.

All applications should be sent by email to vacancy@roesons.com no later than August 11th, 2026. Place in the subject "Underwriting Clerk"