



Providing Peace of Mind 100 Years & Beyond

Established in 1908, Saskatchewan Mutual Insurance Company (SMI) is a federally regulated property and casualty insurance company built on a foundation of integrity, commitment and superior service. With customers across Alberta, Manitoba and Saskatchewan, and annual direct written premiums over \$74.5 million, SMI has been consistently ranked as one of Saskatchewan's Top 100 Companies.

UNDERWRITING CLERK

SMI is seeking to fill a permanent, full-time Underwriting Clerk position. The successful candidate will be responsible for processing clerical work of the Underwriting department such as new business, renewals, endorsements as well as cancellations. They will also be responsible for locating and filing documents for incoming mail, providing switchboard relief for the receptionist and printing various documents.

The successful candidate will have completed their grade 12 education and have a minimum six months experience in an office. The candidate must have excellent communication skills, effective keyboarding skills, the ability to perform detailed work accurately as well as the ability to establish and maintain positive working relationships with other employees.

The annual salary range for this position is \$36,561 - \$41,260. In addition to salary, a comprehensive benefits package is offered.

If you are interested in this opportunity, please submit a resume by April 20, 2018 to:

Human Resources
Saskatchewan Mutual Insurance Company
279 3rd Avenue North
SASKATOON SK S7K 2H8
Confidential Fax: (306) 653-3542
E-mail: careers@saskmutual.com

We thank all interested candidates, however, only those selected for an interview will be contacted.