



Underwriting Assistant – Summer Student Position

With over 135 years of experience, Edge Mutual strives to be the leading provider of innovative insurance products, delivered with quality service to Rural Ontario. We serve and protect our mutual policyholders through insurance products that reflect the needs of today and tomorrow.

People come first at Edge Mutual. As a result, our focus is on building relationships with our customers. We have a team of solution-oriented problem solvers providing expertise on our home, farm, commercial and auto products. We are currently recruiting an Underwriting Assistant for the Underwriting Department. This role is a full-time contract position for four (4) months at our office in Drayton, Ontario.

Position Responsibilities:

- Data entry and reconciliation for policy management system conversion
- Underwriting support as assigned
- Provide support to senior staff when directed

Qualifications:

- Post-secondary education is an asset
- Strong decision-making skills and the ability to bring creativity to underwriting risks
- Excellent attention to detail with the ability to review information carefully & comprehensively
- Well organized and thorough approach to completing tasks
- Effective communication and interpersonal skills, both written and verbal

Salary Range:

- \$32,032 - \$42,747 per year

If you have the qualifications we are seeking, please submit your resume and cover letter to:

info@edgemutual.com

---Submission Deadline: April 24, 2026---

Edge Mutual welcomes and encourages applications from people with disabilities. Accommodation is available on request throughout the recruitment and selection process.

Edge Mutual is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind. Edge Mutual makes hiring decisions based solely on qualifications, merit, and business needs at the time. We thank all those who apply but only those selected for an interview will be contacted.