**Executive Manager, Underwriting and Product Development**

Job Description

Location: Calgary, AB

Department: Executive Management

Reports to: Chief Executive Officer

Date Created: October 21, 2020

**About MMI**

For 60 years we have insured people and churches in the province of Alberta. We are an ambitious, growing company looking for a candidate with insurance experience to join our team.

To learn more about our history, mission, vision and so on, please visit: <https://mmiab.ca/about-mmi/>

The successful candidate will have experience as an insurance broker in Alberta property, casualty, and automobile personal lines insurance. As part of the underwriting and direct sales team, they will also play a key role in handling our existing Personal Lines business.

**Job Summary**

This is a full-time position with salary compensation, and we are planning to fill one position.

The Executive Manager oversees Underwriting functions for MMI Insurance including supervision of the Underwriting Management team and general management duties

The successful candidate will have many years of property and casualty insurance experience along with years of team management and leadership experience.

**Job Responsibilities**

**Lead a team of Insurance Advisors, including**

* 2 Personal Lines Underwriting Managers.
	+ With a total of 13 Insurance Advisors reporting to them.
* 1 Commercial Lines Underwriting Manager.
	+ With 3 Insurance Advisors reporting to them.

**Underwriting**

* Rate Changes
	+ Review and analyze company results.
	+ Developing and implementing rate changes.
* New Product Development
	+ Develop new products for MMI, including wordings and pricing.
	+ Train staff about the new product.
* Wordings update
	+ Review current wordings and update as required.
	+ Implement changes and train staff.
* Develop and update Underwriting Guidelines.
* Develop and update workflow processes.
* Other duties as required.

**Knowledge, Skills and Experience**

* 10 - 15 years of Property and Casualty industry experience
* 5 – 10 years of experience managing a team including managing some team members at a distance
* CAIB and/or CIP designations
* AIC General Agent Level 2 License by the Alberta Insurance Council is an asset
* Strong leadership skills with the ability to motivate and engage team while initiating and managing change
* Analytical and problem-solving skills with the ability to select and implement best solutions
* Demonstrated planning and organizing skills with the ability to prioritize
* Excellent decision-making skills with the ability to provide justification
* Excellent communication skills with the ability to present information in a convincing manner
* Able to work with other executive leaders as part of a team
* Excellent negotiation skills with the ability to present information or arguments in a convincing manner
* Ability and willingness to travel
* Intermediate to senior Microsoft Office Skills (Outlook, Word, Excel…)

**Working Conditions or Special Circumstances**

* The work schedule is generally Monday-Friday, 7 hours per day, with a one-hour unpaid lunch. However, the Executive Manager may be required to be able to work a flexible schedule including occasional Saturdays for board meetings.
* Physical requirements:
	+ Computer use for up to 7 hours per day
	+ Sitting for up to 7 hours per day
* Own transportation required
* Quarterly travel to MMI offices or client sites required

To apply for this role, a cover letter and resume should be directed to: 2007@mmiab.ca