



## Actuarial Analyst Job Description

Internal Title: Actuarial Analyst

Location: Calgary

Department: Underwriting & Product Development

Reports to: Manager, Underwriting & Product Development

### Are you looking for a great place to build a career?

- MMI Insurance is an ambitious, growing company looking for people with the desire, ability, and experience to provide excellent customer service and product knowledge to our clients.
- We want people to excel as part of a team with a diversity of skills, talents and backgrounds.
- For over 60 years, MMI Insurance has provided home, auto, farm, church and commercial insurance in the province of Alberta. To learn more about our company and history, please visit: <https://mmiab.ca/about-mmi/>.
- If you share a passion for providing great customer experience along with offering great products, and feel your talents, skills and knowledge fit our position, we welcome your application!

### What Does MMI Offer?

- Competitive salary
- An annual Bonus program
- A group benefits package fully paid for by MMI Insurance
- A group RSP with company providing matching contributions
- Training and career development opportunities
- Work life balance, with a 35-hour work week
- A hybrid work environment for many positions
- Competitive Vacation and Holiday benefits
- Paid Sick time and Personal Days benefits
- Recognition program for employees

### Job Summary

This is a full-time, permanent position, with salary compensation. We are planning to fill 1 position in Calgary.

MMI Insurance is seeking a dynamic and motivated Actuarial Analyst to join our underwriting team. The Actuarial Analyst is responsible for supporting the development, monitoring, and enhancement of actuarial pricing models and analytical tools, with a primary focus on personal property insurance. This role supports strategic and operational objectives by enabling more timely, accurate, and data-driven pricing decisions. The analyst will also assist in monitoring performance and trends within the personal property book of business and contributing to portfolio-level insights. The analyst will work cross-functionally with Underwriting, Claims, and Business Development teams.

### Job Responsibilities

- Support the design, implementation, and refinement of personal property pricing models (e.g., homeowners, tenants, condominiums, mobile homes).
- Contribute to risk-based pricing initiatives by incorporating predictive and behavioral indicators into rating algorithms.
- Assist in developing and enhancing models related to regional perils, including hail loss modeling relevant to Alberta exposures.
- Perform monthly monitoring of the personal property portfolio, identifying shifts in performance, trends in key metrics, and areas requiring investigation.
- Assist in producing insights related to the composition of the book of business, retention and churn dynamics, and new business trends.
- Collaborate on the development of risk scoring frameworks to better segment and assess insurance risk.
- Analyze claims, exposure, and premium data to inform pricing assumptions, identify emerging trends, and support strategic business decisions.
- Conduct IBNR (Incurred but Not Reported) reserve calculations to support claims reserving and financial reporting.
- Contribute to ongoing efforts to improve underwriting, renewal and claims audit processes, particularly where data-driven insights can add value.
- Other projects as assigned

### Knowledge, Skills and Experience

- Bachelor's degree in Actuarial Science, Mathematics, Statistics, or a related quantitative field.
- Recent graduate to 2 years of experience in insurance pricing or actuarial science.
- Completion of at least 2 SOA/CAS exams.
- Experience or coursework in data analysis using R, showing strong analytical skills with proficiency in data analysis tools such as Excel, R, SQL or Python.
- Excellent communication skills and ability to work collaboratively within a team.
- Detail-oriented with a strong commitment to accuracy and precision.
- Able to maintain the confidentiality of policyholders, business, staff, and management information. Respects and adheres to the privacy rules.
- On-the-job training provided. Familiarity with the Basic Ratemaking concepts considered an asset.

### Working Conditions or Special Circumstances

- The work schedule is Monday-Friday, 7 hours per day, with a one-hour unpaid lunch. However, at times the position may require working odd or long hours at a time to complete special requests or projects, with the Manager's approval.
- Work interruption can be frequent in meeting the needs of clients and fellow team members.
- Physical requirements:
  - Computer use for up to 7 hours per day.
  - Sitting for up to 7 hours per day



- Own transportation required.
- A hybrid work model may be possible with this position.

**If you are qualified and interested, please Apply Today!**

Please see our ad. on Indeed, [HERE](#), and submit a cover letter and resume.