

## STAFF VACANCY TUA0723

<b>Description:</b>	Technical Construction Underwriting Analyst, TUA0724
<b>Department:</b>	Underwriting
<b>Reporting to:</b>	Director, Technical Risk and Underwriting
<b>Type of Position:</b>	Full-Time/Permanent
<b>Location:</b>	5160 Yonge Street, Toronto, ON

### About Tarion:

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 265 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

### Responsibilities:

- As part of Tarion's underwriting department, analyze risk, based on vendor/builder past performance.
- Analyze warranty files or specific claims, reserves, third party reports and the communicate recommendations. This will include working with warranty services or other departments.
- Analyze builder risk via builder interviews and meetings.
- Prepare detailed reports and make recommendations based on the above analysis.
- The role will be exposed to builder conduct type underwriting concerns and will assist in analysis of these issues.
- Keep up-to-date knowledge of the Ontario New Home Warranties Plan Act, Ontario Building Code, other regulations that govern construction in Ontario, Construction Performance Guidelines, and general construction practices in Ontario.
- Responsible for maintaining tracking and statistical information and report generating and review for initiatives.
- Responsible for day-to-day record keeping and scheduling as required.

### Qualifications:

- University degree or College graduate in construction related field.
- Experience or understanding of assessing risk factors related to construction and how that impacts underwriting risk.
- Understanding or experience in underwriting risks.
- 3 - 5 years construction-related experience, underwriting risk or similar
- Understanding of construction, experience reading and interpreting technical reports related to all types of building systems and how to interpret the underwriting risk.
- Knowledge of the Ontario Building Code (OBC), Ministry of Municipal Affairs OBC credentials in OBC house and legal would be an asset, not a requirement.
- Knowledge of the Ontario New Home Warranties Plan Act and Regulations, and related documents
- Superior communication (verbal and written) skills
- Administrative skills and above average experience in MS office programs e.g. excel.
- Strong observation and problem-solving skills

- Stakeholder (internal and external) management skills

If you are a person with a disability and have questions or would like help with your application, please email [careers@tarion.com](mailto:careers@tarion.com) or contact a member of the Human Resources Department

**Application Submissions & Deadline:**

Please submit a covering letter and resume with vacancy code **TUA0724** to [careers@tarion.com](mailto:careers@tarion.com).