

STAFF VACANCY CODE UA0421

Description: Underwriting Analyst, **UA0421**
Department: Licensing and Underwriting
Type of position: 1 Year Contract/ Full-Time (5 vacancies)
Location: Corporate Office

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:

- Analyze Builder's performance and financial strength in order to assess the Builder's risk to determine terms and conditions, including limits and security requirements, of the Builder
- Review complex financial structures and credit information for vendor/builders
- Monitor ongoing performance and terms and conditions to ensure compliance
- Provide quality customer service in order to resolve conflicts between the Builder and Program requirements
- Resolve/settle builder and enrolment issues
- Ad-hoc department projects and duties

Qualifications:

- University degree or College graduate
- Underwriting background
- 3-5 years' experience in financial accounting and analysis
- Strong organizational and time management skills
- Proven ability to meet strict deadlines and manage multiple priorities
- Demonstrated experience with conflict resolution to win-win outcomes
- Strong negotiation and influencing skills
- Exceptional customer service
- Above average organizational, analytical and problem solving skills
- Above average proficiency in Microsoft Office, Excel and Outlook programs
- Strong communication skills: verbal and written
- Proven ability to work effectively with a variety of audiences and be a team player
- Demonstrated ability to balance multiple priorities in a dynamic environment

If you are a person with a disability and have questions or would like help with your application, please email careers@tarion.com

Application Submissions & Deadline:

Please submit a covering letter and resume with vacancy code **UA0421**, to careers@tarion.com.