

As the Canadian Division of Stewart, one of the largest title insurers in the world, we provide residential and commercial title insurance, while offering comprehensive service, deep expertise and solutions to help our customers close their real estate transactions with peace of mind.

### **Job Description**

An **Underwriter** with our **Western Canada Underwriting department** is responsible for reviewing and handling underwriting issues and making approval decisions for residential and commercial transactions. Work hours are 11:30a.m. to 8:00p.m. EST. This is a remote position.

### **Responsibilities**

- Review/handle underwriting issues and make approval decisions for residential and commercial transactions
- Investigation of files flagged for underwriting review
- Drafting underwriting clauses
- Reviewing title and off-title searches to determine underwriting requirements
- Responding to general customer inquiries regarding title insurance coverage
- Provide high quality service to clients
- Other duties as required or assigned

### **Qualifications**

- Lawyer or Senior Law Clerk or equivalent
- Minimum 5 years real estate law firm/transaction experience or equivalent
- Strong title search review capabilities
- Understanding of the real estate process, title issues and their resolutions
- Knowledge of residential and /or commercial real estate transactions in an asset
- Excellent customer service skills
- Ability to problem-solve and work independently in an efficient and effective manner
- Excellent verbal and written communication skills
- Ability to multi-task and meet tight deadlines
- Attention to detail
- Ability to work well in a team as well as independently as required
- Have working knowledge of Microsoft Word Suite (Outlook, Word and Excel)

To pursue this opportunity please forward your cover letter and resume to the HR Department via email ([INTLresumes@stewart.com](mailto:INTLresumes@stewart.com)) or alternatively via fax [416.981.7214](tel:416.981.7214). Please make sure you include the position you are applying for and salary expectations in the cover letter.

Stewart Title is committed to accommodating persons with disabilities. If you require accommodation during any aspect of the application process, please let us know. We can be reached by:

- Email ([INTLresumes@stewart.com](mailto:INTLresumes@stewart.com))
- Telephone: 416.307.3300 (please ask to speak to a Human Resources representative)
- Mail: 200 Bay Street, North Tower, Suite 2600, Toronto, ON M5J 2J2
- Fax: 416.981.7214

### **Privacy**

Your privacy is important to us. We consider and define Personal Information as any data relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a photo, an email address, bank details or posts on social media. We only collect, store, use and disclose Personal Information from prospective and current employees for legitimate employment, legal, and business purposes. You can learn more about how we handle and process your personal information in relation to our recruitment process by making a request to our Human Resources department.

*Thank you to all applicants for your interest. Please note, only those that are under consideration will be contacted.*

*Posted: 11/2021*