



Not all employers are created equal. At Canada Guaranty, we know that we're only as successful as the people we employ. That is why we continue to find the best and brightest to join our dynamic team of mortgage industry professionals. If you thrive in a fast-paced environment, value exciting opportunities for growth and are ready to advance in your career, then Canada Guaranty may be the right fit for you.

Our passion for excellence and commitment to delivering value-added solutions to lenders, mortgage professionals and homebuyers across the country is instrumental in making Canada Guaranty a leader and trusted partner in the Canadian mortgage industry. To discover how we're taking mortgage insurance and making it better, please visit [www.canadaguaranty.ca](http://www.canadaguaranty.ca).



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## UNILINGUAL & BILINGUAL MORTGAGE UNDERWRITERS

**Department:** Operations

**Availability:** Must be available for rotating shifts within the hours of operation:  
**Monday to Friday, 8 a.m. to 9 p.m. (EST)**

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### OVERVIEW

Canada Guaranty is currently seeking both **unilingual (English) and bilingual (English/French) Mortgage Underwriters** to join our growing National Underwriting Team. Working in a customer-centric environment, the ideal candidate must have effective communication and problem solving skills, along with a passion for delivering superior customer service. This position involves the adjudication of mortgage default insurance loans within the parameters of Canada Guaranty's underwriting guidelines and established service standards.

At Canada Guaranty, our performance-driven culture is built on successful teamwork. If you are a proven team player with a track record of strong performance, we would like to hear from you.

### KEY RESPONSIBILITIES

- Underwrite mortgage insurance loans, exercising appropriate judgment and authority in interpreting the company's credit risk policy. Escalate any exceptions or high-risk files with recommendations to Management.
- Underwrite loans within parameters of the established client service level agreements.
- Demonstrate superior customer service skills through telephone and electronic communication with mortgage and lending customers.
- Effectively negotiate and resolve customer conflicts while adhering to the company's risk management objectives.
- Assist in developing and building strategic lender relationships and inform management of any business trends that may impact customer relationships.
- Adhere to the company's expectations of underwriter productivity, quality and data integrity.
- Perform other duties and assist with special projects to support underwriting and other operational functions within the Underwriting Centre, as required.



## REQUIRED SKILLS AND EXPERIENCE

- Fluency in English or French/English required.
- 2+ years of loan underwriting experience with a strong background in credit analysis.
- Experience reviewing tax returns and financial statements.
- Experience reviewing real estate appraisals.
- Strong communication and problem solving skills.
- Effective analytical skills with attention to detail.
- Proficiency with, and adaptability to, various underwriting system applications.
- Ability to work within a fast-paced and time-sensitive environment.
- Superior customer service skills.
- Ability to work effectively within a team.
- College Diploma or University degree preferred.

## POSITION CLOSING DATE

- This position will be posted until filled.

## HOW TO APPLY

- Please click [here](#) to e-mail your cover letter and current resume to [careers@canadagaranty.ca](mailto:careers@canadagaranty.ca).

*We appreciate all interest in this position; however, only those selected for an interview will be contacted.*



**CANADA  
GUARANTY**

**Canada Guaranty Mortgage Insurance Company**  
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[www.canadagaranty.ca](http://www.canadagaranty.ca)

**Main Number** 866.414.9109  
**National Underwriting Centre** 877.244.8422