



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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## UNDERWRITING SUPPORT ANALYST

**Department:** Operations

**Availability:** Monday to Friday, 9 a.m. to 5 p.m. (EST)

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### OVERVIEW

Canada Guaranty is seeking an **Underwriting Support Analyst** to join our growing National Underwriting Team. Working in a customer-centric environment, the ideal candidate must have good problem solving and communication skills, with the ability to work efficiently in a fast paced environment.

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

### KEY RESPONSIBILITIES

- Follow-up on outstanding appraisal orders to ensure quick turn-around times.
- Keep lenders updated on the status of appraisal orders.
- Produce reports and promulgate them to the team.
- Demonstrate superior customer service skills through telephone and electronic communication with lenders, brokers and appraisers.
- Support the Underwriting Team through special projects and other operational functions within the Underwriting Centre, as required.



## REQUIRED SKILLS AND EXPERIENCE

- Ability to work effectively within a team.
- Ability to work within a fast-paced and time-sensitive environment.
- Superior customer service skills.
- Strong computer skills.
- Experience reviewing real estate appraisals would be an asset.
- Strong communication and problem solving skills.
- Experience in administrative or customer service related work would be an asset.
- College Diploma 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@canadaguaranty.ca](mailto:careers@canadaguaranty.ca).

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



**CANADA  
GUARANTY**

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[www.canadaguaranty.ca](http://www.canadaguaranty.ca)

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