

Opportunity: Operations Teammate (Contract)

Banyan believes that the “how” is just as important as the “what”. We focus on operational excellence and are continuously improving by constantly challenging the “how”. We are growing across geographies and business lines and need a keen operator to support our growth and dynamic needs as we further develop our service ecosystem.

Banyan is seeking a detail-oriented and motivated teammate to join our operations team in Canada. The successful candidate will interact directly with our Operations Leader, our underwriting team and offshore operations team. Your efforts will ensure we continue to grow without sacrificing accuracy and efficiency at the point of execution. You will play a critical role; ensuring our processes, procedures, tools and service levels are maintained at the highest levels expected by our trading partners and clients over the insurance cycle.

Key Responsibilities:

- * Collaborate with the Operations Leader and the offshore operations team to:
 - a) ensure we uphold Banyan’s data integrity standards while contributing to the reliability of our information resources.
 - b) support the management of the offshore operations teams, including review or development of their policies & procedures and operating efficiency.
- * Participate in the ongoing review and improvement of underwriting processes, identifying opportunities for streamlining workflows and enhancing overall operational efficiency.
- * Serve as a primary point of contact for internal inquiries related to policy information, providing clear and concise responses while demonstrating a thorough understanding of underwriting principles.
- * Support the on-boarding of new teammates across new lines of business and geographies.
- * Provide administrative support to underwriters, including preparing reports, organizing documentation, and assisting with policy processing, thereby enhancing their efficiency and effectiveness.

- * Support the administration of Banyan's systems, including implementation, administrative level maintenance, UAT & production testing, and liaise with third party vendors
- * Ensure strict adherence to all applicable regulatory requirements and internal compliance policies, maintaining the highest standards of ethical conduct and professional integrity.
- * Support claims administration, bordereaux reporting management and general reporting/administrative tasks that arise as we grow.

Qualifications:

- * 3+ years of insurance operations experience with demonstrated knowledge of insurance terminology and workflows (including ideas on how to improve/replace traditional processes and procedures).
- * Knowledge of Property and Casualty policy processing procedures and documentation.
- * Demonstrated attention to detail and a commitment to accuracy in all work performed.
- * Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines effectively.
- * Proficiency in Microsoft Office Suite (Word, Excel, Outlook) combined with a curiosity and desire to learn new software platforms and continuously improve upon existing skills.
- * A proactive approach to learning and a willingness to adapt to evolving industry practices and regulations.
- * Excellent verbal and written communication skills, with the ability to interact professionally with colleagues.
- * Ability to operate in a dynamic and fluid environment tackling projects/assignments with positivity. You will bring a "see a need, fill a need" attitude to the team.

Compensation and Benefits:

- * Salary will be competitive and will reflect the skill set and experience of successful candidate.

Qualified candidates are invited to submit their resume by e-mail through Getintouch@banyanrisk.com.

Banyan is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workplace, and we encourage all qualified individuals to apply.