

Summer Student Internship/Coop

Department: Underwriting
Type of Position: Summer Student Contract (**Internship/Coop**)
Location: 5160 Yonge Street, North York

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.

About the Team:

The Underwriting Team assesses applications to sell and build new residential homes in Ontario, whether these are freehold homes or condominiums. The Underwriting Team also addresses application-related inquiries from Vendors and Builders. The Underwriting process involves assessing the financial and technical risks associated with an application, and proposing the appropriate terms and conditions based on the analysis conducted. Areas of focus include financial risk to assess the feasibility of a project and an applicant's ability to meet warranty obligations; history, to assess past projects and warranty performance; and technical risk, to assess the applicant's technical capabilities vis-a-vis the construction plans proposed. The Underwriting team works in collaboration with various other departments within Tarion to complete risk assessments and to issue terms and conditions.

Responsibilities:

- Handle day to day administrative task/activities
- Checking and uploading of documents in a timely manner
- Perform general administrative duties such as data entry, organisation of files, mail, documents etc. and other coordination duties
- Organized and Perform ad-hoc job related duties when assigned
- Improve administration efficiency
- Maintain reports in excel

Qualifications:

- Enrolled in a post-secondary degree program
- Excellent communication skills, verbal and written
- Strong listening skills are required
- Must possess a strong customer service and team player orientation
- Exceptional telephone manner
- Strong Computer skills (MS Office)
- Demonstrated ability to balance multiple priorities in a dynamic environment
- Demonstrated interest in and commitment to continuous learning

Why Choose Tarion?

We believe that Tarion's employees are its most valuable asset. We strive to provide a welcoming work environment

We offer employees a competitive compensation program, opportunities for learning and development, an employee discount program, access to wellness programs, and a variety of Employee Assistance Program tools and online resources to support well-being.

At Tarion, we believe that a strong commitment to diversity and inclusion allows employees to perform at their very best and underpins a culture in which everyone feels they have an equal opportunity to belong and build a career. Tarion is committed to developing and maintaining work environments and practices that ensure equality of opportunity in recruitment, selection and promotion, and to removing systemic barriers so that employees have every opportunity to feel included in the workplace.

If you are a person with a disability and have questions or would like help with your application, please email careers@tarion.com or contact a member of the Human Resources Department.

Application Submissions & Deadline:

Please submit a covering letter and resume with vacancy code **UWSummer23** to careers@tarion.com by March 3, 2023.