

## Assistant Actuary I

*This position currently follows a hybrid work schedule, with three in-office days. Tuesday and Thursday are Company anchor days, and the third day will be worked out with your manager.*

### Position Summary

At Quincy Mutual Group, the actuarial team works closely together and with senior management and leaders across the organization to provide insights and address business needs related to our personal, commercial, and assumed reinsurance operations. It is common for team members to prepare and present their work to functional leaders in Accounting & Finance, Claims, Underwriting, Marketing, Risk Management, and other departments. In this collaborative and results-driven environment, our actuarial staff plays a critical role in influencing and executing business strategies and tactical decisions.

The Assistant Actuary I is responsible for executing projects in support of pricing insurance business utilizing accepted actuarial and statistical standards, as well as methodologies and knowledge gained through on the job training. This role works closely with actuarial associates and key business partners to execute appropriate pricing, modeling and product strategies of low to moderate complexity to support business goals.

### Principal Responsibilities

#### Business Insight and Analytics

- Uses best practices, with limited coaching, to determine appropriate analysis and performs basic to moderately complex analysis, using traditional actuarial, statistical and/or predictive modeling techniques, including proper documentation and evaluation, as appropriate to provide insights and meet business needs
- Provides thought and/or technical leadership, including contributions to improvement, development and innovation, and sometimes serves as a subject matter expert
- Manages and/or contributes on projects that are moderately complex and are of moderate scale using accepted project management standards, with limited guidance

#### Communication and Relationship Building

- Communicates analysis results to management and non-technical associates, making recommendations and providing support for assumptions and methodologies
- Understands the needs of differing audiences and effectively presents complex technical concepts to a variety of audiences

#### Applied Job Knowledge and Judgment

- Leverages understanding of insurance business, products, markets and regulatory environments in the creation of business strategies and decisions, building expertise within a specialized area

- Is able to reference insights from discussions and interactions with various departments and leaders and consistently adapts recommendations and work efforts as appropriate based on these insights
- With limited coaching, reviews and ensures quality of data used to perform actuarial and statistical services within multiple tools/applications
- Recognizes trends or potential business issues and appropriately conveys potential impacts including challenging results. Monitors and acts on outcomes after delivering work products.

#### Delivery, Productivity, and Entrepreneurial Spirit

- Displays effective time management in generating work products in a timely manner
- Organizes tasks and work responsibilities to achieve objectives and meet deadlines
- Exhibits a personal growth of technical expertise and business/cultural insight
- Maintains a positive continuous improvement mindset with work responsibilities and identifying efficiency gains

#### Preferred Qualifications:

##### Education and Experience

- Bachelor's degree required – preferably in related field of study such as actuarial science, math/applied math, statistics/applied statistics
- 2-5 years of property and casualty pricing/reserving/modeling experience

##### Certificates, Licenses, Registrations

- Pursuing actuarial designation or ACAS with 3-5 exams passed

##### Functional Skills

- Knowledge in the use and ability to learn a wide variety of tools, data sources and computer applications
- Strong written and verbal communication skills
- Experience in using, modifying and building predictive models as well as adapting them to unique situations
- Knowledge of database file structure and ability to code in one or more programming languages and manipulate large data sets
- Basic product, price, risk management and insurance regulation knowledge, including professional standards of actuarial/statistical techniques
- Ability to complete multiple concurrent assignments in a timely manner, with limited guidance
- Work effectively in a team environment