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DOING BUSINESS

# Personal Property Underwriter

Southern Insurance Underwriters, Inc. – Lake Mary, FL

## **POSITION NATURE AND SCOPE:**

Primary job functions require exercising independent judgment, but do not include the management of others.

- Quote new business with efficiency and accuracy based on market availability, Carrier manual and guidelines and according to department service standard within 30-45 days prior to policy expiration.
- Obtain reference numbers from Data Management for all new, renewal and money endorsements.
- Review applications for eligibility and appropriate forms prior to binding.
- Send bind requests to carrier same day as receipt for brokered and company issued business.
- Obtain agent's Agent Code for Write Rewards at quoting.
- Review completed inspection reports and instruct Underwriting Assistants for follow-up.
- Up to 25% travel to agencies for development and maintenance of profitable business relationships.

## **QUALIFICATIONS:**

### ***Experience***

- 2-4 years of Personal Property Insurance Underwriting experience required.

### ***Education***

- Bachelor's Degree in Insurance and Risk Management or related field.

### ***Computer Skills***

- Proficient in Microsoft Office products to include Word, Excel and Outlook.
- Ability to adapt quickly to new software applications and Carrier systems.

### ***Interpersonal/Communication Skills***

- Professional verbal and written communication along with strong interpersonal skills.
- Ability to work in a team, productivity based environment.
- Ability to multitask efficiently and accurately in a fast paced environment.
- Strong organization and prioritization skills.
- Must possess initiative and drive to make positive changes to processes.
- Detail oriented with strong problem resolution and research skills.
- Ability to analyze a situation and implement a solution.
- Must be customer focused.