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THE EASE OF
DOING BUSINESS

Personal Property Underwriting Assistant

Southern Insurance Underwriters, Inc. – Lake Mary, FL

POSITION NATURE AND SCOPE:

Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Primary job functions do not require the management of others.

- Provide renewal quotes at direction of Underwriter and/or Manager within 45 days prior to policy expiration according to department service standards.
- Order inspections in compliance with department and carrier requirements.
- Maintain Write Rewards database.
- Maintain reminder and lapse notice letters.
- Review new business applications at policy issuance to confirm policy matches quoted coverage.
- Review renewal files for claims, completed repairs, updates and other underwriting information prior to processing application.
- Issue binders, endorsements, invoice and key all new and renewal policies according to department service standards.

QUALIFICATIONS:

Experience

- 1-2 years of Personal Property Insurance experience required.

Education

- High School Diploma or equivalent.

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.