



PERSONAL AUTO
PERSONAL PROPERTY
THE EASE OF
DOING BUSINESS

UNDERWRITER I (Personal Auto)

Southern Insurance Underwriters, Inc. – Alpharetta, GA

POSITION NATURE AND SCOPE:

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

- Analyze quotes, renewal and new business to assist agents and customers.
- Analyze application risks for eligibility compliance and meet department and underwriting guidelines.
- Complete reports and items in work queue in accordance with established department service standards.

EXPERIENCE:

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

REQUIREMENTS:

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