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DOING BUSINESS

UNDERWRITING ASSISTANT (Commercial Excess and Surplus Property & Casualty)

Southern Insurance Underwriters, Inc. – Alpharetta, GA

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.

- Organize new and renewal folders to include all documents and information used to bind policies.
- Issue binders, endorsements and invoices on new and renewal business within department service standards.
- Order inspections using company guidelines or as directed by Underwriters.
- Maintain diary to obtain supporting documents and information as requested by Carrier guidelines.
- Send supporting documents at binding and process Carrier endorsements as Carrier requests.
- Review applications at policy issuance to confirm policy matches quoted coverage and forms.
- Confirm accuracy of rating worksheet and premiums quoted.

EXPERIENCE:

- 1-2 years of Commercial Excess and Surplus Property & Casualty insurance experience required.

REQUIREMENTS:

- High School Diploma or equivalent.
- Proficient in Microsoft Office products to include Outlook, Excel and Word.
- 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.

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