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DOING BUSINESS

UNDERWRITING ASSISTANT (Commercial Excess & Surplus Property and Casualty)

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 and renewals with efficiency and accuracy based on market availability and according to department service standards and company compliance, while writing minimum of set goal amount in new business annually.
- Proficiently access and quote renewals 30 days prior to policy expiration adhering to the renewal service standard guidelines and maintaining minimum renewal retention of 85%.
- Handle contract binding renewals less than \$5,000 in premium.
- Provide accurate and timely reporting of all renewal generation activity.

EXPERIENCE:

- 3-5 years of Commercial Excess and Surplus Property and Casualty insurance underwriting experience required.

REQUIREMENTS:

- Bachelor's Degree in Insurance and Risk Management or related field.
- Proficient in Microsoft Office products to include Word, Excel and Outlook.
- 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.