



UNDERWRITING ASSISTANT I

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.

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

EXPERIENCE:

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

REQUIREMENTS:

- High School Diploma or equivalent.
- 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.