



Underwriting Assistant (SUN – Standard Underwriters Network)

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 typically require the management of others.

- Review and input new and renewal policies for all critical documentation required to bind policies.
- Issue binders, endorsements and invoices on new and renewal business within department service standards.
- Confirm accuracy of rating worksheet and verify it matches the policy premium quoted.
- Review applications at policy issuance to confirm policy accurately reflects quoted coverage and forms.
- Maintain diary for accurate documentation and information as requested by Carrier Guidelines.
- Order inspections using Company Guidelines or as directed by Underwriters.

EXPERIENCE:

- 2-4 years of insurance experience required.

REQUIREMENTS:

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