

Assistant Underwriter I Commercial Lines

POSITION SUMMARY:

This is an entry level role within Commercial Lines. Consisting of assisting underwriters in a supportive underwriting capacity to help evaluate and process property and casualty risks. Confirm required information and acceptability in authorized classifications for renewal and new business transactions. Demonstrate strong clerical and technical skills to ensure accuracy and efficiency in our operating procedures while utilizing multiple systems. Identify opportunities to improve productivity and overall processes within the department and assist in the development of these methods. Complete individual tasks in a timely and accurate manner while also contributing to a team environment by accomplishing additional job-related responsibilities. Focus positively on continual learning. Absorb information from teammates, work responsibilities, and the insurance industry. Ask questions and apply what you learn in your work.

PRINCIPAL ACCOUNTABILITIES:

Job Knowledge

- Develop and apply comprehensive knowledge of CL systems and production procedures.
- Demonstrate strong clerical and technical skills to ensure accuracy and efficiency in our operating procedures while utilizing multiple systems.
- Complete individual tasks in a timely and accurate manner while also contributing to a team environment by accomplishing additional job-related responsibilities.
- Be familiar with basic Commercial Lines insurance terminology, coverages, and guidelines through training; team & management interaction, course training, and other resources, as it relates to underwriting support functions.
- Index transactions prepping them for processing.
- Log and maintain incoming policies in Risk Clearance and the New Business Log.
- Review daily mail for processing.
- Complete form letters in MS Office and diaries for follow up.
- Be familiar with specific training manuals and gain an understanding of certain processes.
- Begin to work tasks under training/direct supervision with minimal to zero errors.
- Take appropriate insurance classes to better understand terminology and coverages (Intro to Underwriting, Insurance Policy Fundamentals, Intro to Risk Management, etc.)

Communication & Relationship Building

- Work with Sr. AU to quality check own work to help identify training progression (next levels or areas of additional training).
- Develop relationships with team members to facilitate learning primary roles and responsibilities of the position.
- Establish introductions with other departments (CS, Claims, Marketing, PL, etc.) as it relates to role.
- Focus positively on continual learning. Absorb information from teammates, work responsibilities, and the insurance industry. Ask questions and apply what you learn in your work.
- Perform additional responsibilities as required.

Process Improvements & Technology

- Maintain record of time-studies and responsibilities with the support and guidance from Sr. AU to assist with the process improvements (tasks, processes, etc.)
- Consistently look for ways to improve workflows and processes.

* This job description is not all inclusive and may include additional duties if needed.

JOB REQUIREMENTS:

EDUCATION:

Bachelor's Degree or equivalent work experience required.
Professional designation of Chartered Property Casualty Underwriter is preferred.

EXPERIENCE:

Minimum of 1 year experience in the insurance field with an understanding of property and casualty terminology, and underwriting practices preferred.

This Job Description Does Not Constitute A Contract For Employment

SKILLS:

- Excellent written and verbal communication and interpersonal skills
- Basic typing skills
- Basic computer knowledge in word processing and excel spreadsheet applications.
- Ability to follow well defined procedures with good organizational skills.
- Knowledge of insurance terminology is necessary to accomplish rating functions and complete necessary policy forms.
- Ability to comprehend and utilize commercial insurance rating manuals.
- Aptitude to learn and apply knowledge to available computer systems for processing.
- Analytical skills to evaluate discrepancies in manually prepared and/or system completed transactions.
- Ability to manually rate various insurance coverages using multi-step computations to obtain coverage premiums with consistent accuracy.
- Ability to read, understand and implement written company procedures and insurance regulations.
- Strong attention to detail
- Ability to adapt to change in a fast-paced environment.