

**Job Title:** UNDERWRITER  
**Department:** Underwriting

### **JOB SUMMARY:**

Underwriters manage an assigned territory out of the Baton Rouge home office. Through selfless service, the underwriters urgently administer to client needs, creatively employ solutions to those needs, and seek long-term productive partnerships with agents, policyholders, and colleagues.

### **ESSENTIAL FUNCTIONS:**

- Enthusiastically oversee assigned underwriting territory.
- Develop productive relationships across agency plant to maximize profitable growth.
- Initiate sales interactions to generate business opportunities and gain market intelligence.
- Achieve new and renewal written premium goals as well as rate level objectives.
- Underwrite new and renewal accounts within underwriting guidelines and authority.
- Collaborate with management on complex risks and employ operational units as needed.
- Thoroughly document underwriting analysis and decisions within the system of record.
- Promptly address client inquires, assigned accounts, and agency relation duties.
- Support colleagues in their underwriting efforts when colleagues are traveling or on PTO.
- Represent company at various industry events, including occasional overnight travel.
- Attend and earnestly contribute to company and department meetings.

### **QUALIFICATIONS REQUIRED:**

- Strong competency with Microsoft Word, Excel and Outlook.
- Demonstrated ability to assess risk and make decisions within company guidelines.
- Demonstrated success underwriting commercial property/casualty insurance is preferred.
- Demonstrated ability to build productive client relationships.
- Excellent verbal and written communication skills.
- High aptitude toward leveraging data and analytic tools in decision making.
- Knowledge of workers' comp classification system and Experience Rating Plan.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Demonstrated success in underwriting commercial property/casualty insurance.
- Experience underwriting workers' compensation risk is preferred.
- Prior experience managing an underwriting and/or sales territory preferred.
- CPCU or Insurance related continuing education courses preferred.
- Bachelor's degree with 5 plus years of related insurance experience preferred.