

POSITION DESCRIPTION

Job Title: Underwriting Assistant

Department: Underwriting

Reports To: Underwriting Supervisor

Coordinates With: Underwriting, Loss Control, Accounting, Sales, Agents and Policyholders

JOB SUMMARY:

Sets up and enters data for new business submissions, quotes, pending and declinations in an efficient and timely manner.

ESSENTIAL FUNCTIONS:

- Assists New Business Underwriter as needed
- Sets up new submissions for Underwriter's review
- Enters data for submitted, closed, review, quoted, duplicates, and lost accounts
- Handles phone calls
- Scans dead files
- Prepares files to be forwarded for issuance
- Transmits information to agents, including quotes
- Contributes to the team effort by accomplishing related results as needed

QUALIFICATIONS REQUIRED:

- Excellent computer skills using Microsoft Word, Excel and Outlook
- Excellent verbal and written communication skills
- Accurate data entry skills
- Good math skills
- Must be able to handle multiple tasks, take initiative and work independently

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent
- 1 year insurance experience

This job description in no way states or implies that the duties and responsibilities above are the only duties to be performed by the individual with this job description. The individual may be called upon and required to follow other instructions or perform other duties requested by his or her manager consistent with the purpose of the position, department and/or company objective.