

POSITION DESCRIPTION

Job Title: Renewal Coordinator
Department: Underwriting
Reports To: Underwriting Manager
Coordinates With: Underwriting, Accounting, Audit, Agents and Policyholders

JOB SUMMARY:

Provides assistance to Renewal Underwriter for renewal and new business processing.

ESSENTIAL FUNCTIONS:

- Monitors receipt of experience mods from NCCI
- Maintains expiration lists for monthly renewals
- Forwards expiration lists with supplemental applications to agents
- Assists Renewal Underwriter with data entry for payroll changes, pricing, etc.
- Emails estimated billings to agents
- Assists with mailing of estimated billings to policyholders monthly
- Assists with policy issuance and mailing to policyholders monthly
- Contributes to the team effort by accomplishing related results as needed

QUALIFICATIONS REQUIRED:

- Excellent computer skills using Microsoft Work, Excel and Outlook
- Excellent verbal and written communication skills
- Must be able to handle multiple tasks, take initiative and work independently
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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.