

Job Description

Job Title: Underwriter I
FLSA Status: Non-Exempt
ADP Job Code: UNDR I
Reports to: Underwriting Supervisor
Department: Underwriting
Location: Ephrata 152
Prepared by/date: Becky Holt & Jenny Gunderson 8-25-2014

Summary:

Responsible for underwriting insurance coverage and associated tasks for existing and new insurance pool/program business under the direction of the Underwriter II or Underwriting Director/Manager.

Essential Duties and Functions: include the following. Other duties may be assigned.

- Under guidance of supervisor or manager, implement underwriting functions to determine acceptability of new and renewal business according to Letter of Authority, if applicable.
- Manage account files and organize program information.
- Compile and maintain current and accurate files.
- Answer questions from producers, insureds, and from within organization.
- Begin to develop working relationships with insurer underwriters, wholesalers, and agents with the assistance of the Underwriter II.
- Set up new applications and process renewal submissions.
- Prepare certificates of insurance, endorsements, and policy issuance as needed.
- Maintenance of account information in system through detailed data entry.
- Prepare premium/exposure reports for the carriers (quarterly) and Accounting (monthly), also known as Bordereaux Reports.
- Recommend methods for improvement to processes or systems.
- Train and delegate to underwriting assistant staff as needed.
- Other job-related projects or assignments as delegated.

Competencies:

- Proficient computer skills in Microsoft Office programs. Ability to learn other business software programs.
- Excellent oral and written communication skills and the ability to work in teams.
- Possess a positive attitude, strong interpersonal skills, organizational skills, the ability to analyze situations to make decisions, and be detail-oriented.
- Professional office dress is mandatory. Must present oneself in a professional manner, including personal hygiene and appearance.
- Regular attendance is essential and expected for the effective operation of the company.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Required

- High school diploma
- Valid driver's license.
- Ability to obtain a Washington State Property & Casualty Insurance Producers License (courses and testing provided by Company).

Preferred

- Math skills such as Business Math or basic accounting functions.
- Prior insurance experience or college degree.

Physical Requirements Necessary on a Regular Basis:

1. Manual dexterity, arm and upper body range of motion sufficient for use of a keyboard, mouse and telephone on a constant basis for at least 7-10 hours per day.
2. Speech and hearing sufficient for in-person and telephone communication on a constant basis for at least 7-10 hours per day.
3. Vision sufficient for use of a computer monitor.
4. Ability to sit at a desk on a constant basis for at least 7-10 hours per day.

This job description is not meant to be an all inclusive statement of the duties of the position listed above. Other appropriate duties may be required from time to time.

I acknowledge that I have reviewed this job description and can perform the essential duties with, or without, reasonable accommodation.

Signature_____

Print Name_____

Date_____