

Position: Underwriter

Reports to: VP of Underwriting

Job Summary:

Reviews submitted windstorm and hail applications, interim policy changes and cancellation requests within a designated territory.

Primary Responsibilities:

- Responsible for an assigned territory
- Processes applications, endorsements and cancellations
- Answers telephone calls from insureds and agents
- Assists and trains agents by telephone as requested
- Initiates policy cancellations due to non-compliance
- Initiates roof inspections
- Provides information to agents, insureds and/or various other parties by faxing or email as requested
- Manages deficiency ticklers by using the automated diary system
- Assists T.W.I.A.'s underwriting college interns as needed
- Underwrites per risk reinsurance submissions and renewals (if assigned)
- Underwrites mobile home submissions and renewals (if assigned)
- Helps complete user acceptance testing (UAT) for programs affecting the Underwriting Dept.

Secondary Responsibilities:

- **Processes roof inspection letters and correspondence**
- **Prints Underwriting refund checks**
- **Participates in system testing as needed**
- **Relieves switchboard**
- **Other assigned duties, to help other Dept's when called to, i.e. Claims Dept. in storm situations, Operations in excess workload conditions**

Qualifications:

- Ability to manage a territory with limited supervision
- Ability to work on assignments that are complex in nature with limited supervision
- Good written and verbal communication skills, including good telephone etiquette
- College degree preferred
- Underwriting experience preferred
- Knowledge of "Windows" based computer system helpful