**JOB POSTING**

**Postiion title:** Senior Production Underwriter

**Department**: Public entity

**position summary**

The Senior Public Entity Underwriter will be responsible for the analysis of risk, along with understanding the coverage requirements and exposures unique to this business. This individual will be responsible for effectively interpreting, explaining and marketing the products and services for the department and for the company. The successful candidate will be responsible for the profitable growth of the assigned book.

Responsibilities:

* Has responsibility for the production and profitability of an assigned book and / or agency assignment.
  + Responsible for established new business, retention, rate, net margin, cross selling goals.
* Has responsibility for risk selection / rejection, pricing, retention, account rounding, wholesaling of lines of business in and outside of the slip markets as needed, growth and profitability per divisional objectives.
  + Uses independent judgment and initiative to support business goals.
  + Reviews, documents and / or underwrites new and renewal policy transactions within written authority.
  + Reviews premium and loss data on an individual account.
  + Analyzes coverage and limit requests and decides what terms to offer.
  + Prices business in accordance with company guidelines and within written authority.
  + Assesses risk quality and compliance within company guidelines and initiates appropriate loss prevention actions, if applicable.
  + Prepares quotations and binders for each account.
  + Ensures file is complete and meets company guidelines.
* Reviews insurance applications and other risk documentation. Reviews underwriting requirements and refers applications, endorsement requests or other correspondence for further underwriting analysis when outside of written authority.
  + Gathers information on new and renewal business and change requests to support underwriting decision making.
  + Investigates discrepancies in the information gathered.
* Communicates with agents to obtain information needed to underwrite risks and address issues. Researches and responds to questions from agents.
* Collaborates with various departments within the company, including marketing, claims, risk control, actuarial, accounting and product development to support business goals.
* Visits agents, brokers and producers in order to retain existing accounts build and maintain business relationships and develop new opportunities in support of unit objectives.
  + Interprets, explains and markets products and services for the department and for the company.
* Applies underwriting rules and guidelines, rating, manual rules and insurance laws and regulations.
* Participates in preparation for department Underwriting Audits.
* May be responsible for coordinating and supervising the day to day activities of the underwriting support staff.
* Performs other duties as assigned.

Requirements:

* 5 or more years of Commercial P&C Underwriting Experience.
* Preferred Public Entity Experience.
* Multiline property and casualty insurance knowledge (Property, Auto, GL and Umbrella. SIR and Professional lines a plus.
* A commitment to a disciplined education plan including Chartered Property Casualty Underwriter (CPCU) and relevant industry sponsored seminars.
* Position requires frequent travel, including overnight travel, up to 10%
* Excellent interpersonal skills and client services skills
* Strong negotiation skills.
* Strong presentation skills.
* Excellent analytical, quantitative, financial and critical thinking skills.
* Ability to develop effective working relationships with staff and industry colleagues.
* Proficient computer skills.

Education Requirement:

Bachelor’s Degree or equivalent experience (Field of Study: Liberal Arts, Business, Risk Management or a related discipline)

Hybrid working environment.

COVID-19 vaccine required.