**JOB POSTING**

**POSTION TITLE:** SENIOR UNDERWRITER

# POSITION SUMMARY

**Responsibilities:**

Has responsibility for risk selection / rejection, pricing, retention, account rounding, wholesaling of lines of business inside or outside the slip markets as needed, growth and profitability per divisional objectives.

1. Uses independent judgement and initiative to support business goals
2. Reviews, document and/ or underwrites new and renewal policy transactions within written authority.
3. Responsible for rate, retention and service for specific renewal book and agency assignment.
4. Wholesales lines of business outside our slip markets
5. Reviews premium and loss data on an individual account as part of renewal underwriting, change underwriting or mid-term underwriting.
6. Analyzes coverage and limit requests and decides what terms to offer.
7. Prices business in accordance with company guidelines and within written authority.
8. Assesses risk quality and compliance within company guidelines and initiates appropriate loss prevention actions.
9. Maintains a high level of customer service.
10. Ensures file is complete and meets company guidelines.

Develops and maintains effective business relationships with internal and external customers / coworkers in order to attract and retain profitable business.

1. Interprets, explains and markets products and services.
2. Develops relationships with agents and brokers through telephone interactions.

Applies underwriting rules and guidelines, rating manual rules and insurance laws and regulations.

Responsible for compliance and appropriate file documentation

Participates in preparation for department Underwriting Audits.

Performs other duties as assigned.

# Education Requirement:

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

**Experience:** 2 to 5 years of related experience. Progression toward certification in area of expertise preferred; appropriate certifications could include Associate in Underwriting (AU), Chartered Property Casualty Underwriter (CPCU), Certified Insurance Counselor (CIC), Program in General Insurance (INS) or Associate of Risk Management (ARM).