



Revision Date: 08.07.2019
Approved by:

Position Description

Position Title: Assistant Underwriter

Grade: F

Department: Insurance

FLSA Status: Non-Exempt

Reports To: Manager, Underwriting (Non-Core Business)

Supervisory Responsibility:
YES NO X

JOB SUMMARY

Support the underwriting functions for Member Conventional and Non-Member new and renewal business and develop and maintain program analytics for internal and external use.

ESSENTIAL FUNCTIONS

1. Assist with the underwriting functions for new and renewal business through underwriting, rating and evaluating property and casualty risks under guidance. Perform all underwriting support duties including, evaluating submissions, policy issuance, file formation, management of premium transactions and record maintenance.
2. Coordinate with the Manager, Underwriting (Non-Core Business) to facilitate the following:
 - o Development and Maintenance of the Program Analytics for internal and external use
 - o Intra-departmental collaboration on internal projects and service requests
 - o Management and Maintenance of quarterly premium reporting
3. Manage essential functions required to facilitate Corporate Insurance Policy Program including:
 - o Analyzing internal risk and assisting with the development of risk transfer strategies
 - o Communicating with external partners to facilitate program renewal
 - o Manage all associated Corporate Policy renewal tasks; including reviewing applications, coordinating meetings, and recommending final binding decisions to the VP of underwriting under the guidance of Manager, Underwriting (Non-Core Business)
4. Attainment and/or Maintenance of Chartered Property Casualty Underwriting (CPCU) Designation.



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QUALIFICATIONS

Job Knowledge

Customer/Member Service orientation; Risk Analysis; Knowledge of basic insurance concepts.

Competencies/Abilities

Ability to develop as a Risk and Insurance financial services professional; ability to work independently; ability to maintain confidentiality and data security; attention to detail & interpersonal effectiveness; oral & written communications skills; planning, organizing & time management skills; decision making skills.

Experience

Between 1-3 years of underwriting experience, preferably with underwriting operations and/or highly protected property and casualty risk exposures.

Educational Requirements

Bachelor's Degree, with a concentration in insurance, engineering, business, or related sciences.

Additional Responsibilities

Other duties as assigned to foster an efficient flow of business. All duties to be conducted in accordance with NEIL's Guiding Principles.

Physical Requirements

1. Ability to sit or stand for extensive lengths of time.
2. Ability to use the telephone (requiring auditory and verbal senses).
3. Ability to use the computer for extensive lengths of time (requiring finger dexterity and visual acuity).
4. Regular and predictable attendance.
5. Ability to travel via plane, train or car.