

## ***POSITION DESCRIPTION***

**POSITION TITLE:** Associate Underwriter

**DEPARTMENT:** Underwriting

**LOCATION:** Pasadena, CA

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### **POSITION OUTLINE:**

Assumes responsibility of underwriting and support functions.

### **DUTIES AND RESPONSIBILITIES (may include but not limited to the following):**

- Work with underwriters and management in the evaluation of new and renewal business including but not limited to the evaluation of submissions for qualification and completeness, requests for safety evaluations, loss analysis, rating and underwriting documentation.
- Prepare Proposals and Confirmation of Coverage forms, Notice of Coverage on assigned accounts.
- Complete policy issuance instructions for processing department on new and renewal business.
- Evaluate and respond to requests for coverage changes, enhancements and exclusions.
- Review and respond to specific bureau criticisms.
- Review finance agreements for accuracy.
- Expedite corrections in order to ensure accurate, well communicated, and timely documentation of agreed-upon insurance coverages.
- Assist in the completion and processing of interim and final audits.
- Oversee billing functions including, but not limited to, invoices for binders/policies and premium-bearing endorsements
- Work with finance department and clients/brokers to ensure timely remittance premium payments.
- Maintain contact by phone and/or written correspondence with various ORCPG, broker, state bureau, policy administration and internal compliance personnel in order to resolve issues and foster good business relations.

- Review loss information and assist brokers with the use and navigation of our TPA claims reporting systems.
- Assist in the coordination and participate in claim reviews with the client.
- Perform administrative functions including, but not limited to policy file maintenance and suspense systems for outstanding items (e.g. driver exclusion, retro endorsements, TRIA Rejection forms, etc.); preparing and sending facsimiles; proofreading documents; and photocopying in order to assist in efficient department operations.
- Attend departmental, broker and client meetings as required.
- Perform other related duties as assigned by Management.

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- The candidate should have an understanding of property and casualty insurance coverages and rating of general liability, workers compensation, commercial auto lines of business.
- Property and Casualty insurance license must be obtained within six months.
- Excellent oral and written English communication skills, and excellent math skills,
- Must be comfortable participating in meetings with clients, brokers and internal staff. May be required to attend and participate in claim reviews and client orientation meetings.
- Effective time management skills are key to this position. The individual must be able to prioritize as well as be able to exercise sound discretion and independent judgment.
- Requires experience with Microsoft Word for Windows and MS Excel, Power Point or equivalent.