

POSITION DESCRIPTION

POSITION TITLE: Rater/Underwriting Assistant

LOCATION: New York City

POSITION OUTLINE:

Assumes responsibility of rating and underwriting support functions.

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

- Assists the underwriter in the quoting of new and renewal business by performing tasks leading to the issuance of the proposal, including but not limited to loss analysis, rating, and data entry for submission tracking purposes.
- Rating skills to include:
 - manual/basic limits
 - full limits
 - experience rating
 - retrospective rating
- Helps expedite needed corrections in order to ensure legally correct, well communicated, and timely documentation of agreed-upon insurance coverage for the following lines.
 - Commercial General Liability
 - Commercial Auto
 - Workers Compensation
- Performs billing functions including, but not limited to, preparing invoices for binders/policies and premium-bearing endorsements, working with Policy Processing Unit towards resolution of billing problems in order to assist in the smooth and timely payment and collection of premiums.
- Performs clerical functions including, but not limited to, setting up and maintenance of files and suspense system; following up on endorsements processed requiring signature from insured (such as driver exclusion and retro endorsements); typing of correspondence and forms; preparing and sending facsimiles; proofreading documents; and photocopying in order to assist in smooth department operations.
- Performs other related duties such as phone coverage, submission clearance, filing of policies, endorsements and any other related items needed to complete the underwriting file
- Performs any other related duties as assigned by Management .

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Understanding of property and casualty insurance coverages and rating of same, including general liability, workers compensation, commercial auto, normally acquired through industry-specific studies or 3 years in the field, preferably some experience gained within an insurance company or MGU environment.
- Must be capable of obtaining a Property and Casualty insurance license in state of employment.
- Excellent oral and written English communication skills, and excellent basic math skills, normally acquired through completion of at least high school-level studies.
- Requires experience with computer (PC), and experience with Microsoft Word for Windows and MS Excel or equivalent.