

Senior Underwriting Support Specialist

Tracking Code
127908-555

Job Description

Position Description:

Under direct supervision, enters policy information into various automated systems; issues policies and changes and requests on-line data; provides technical support for the team and performs various assigned duties including gathering and reviewing information; manually rates policies.

Required Skills

Key Competencies: Policy and Procedures - Demonstrates a good understanding of company policy and procedures Attention to Detail - Demonstrates the ability to review and proofread work for accuracy and completes specific aspects of assignments with minimal direction Problem Solving - Demonstrates the ability to identify problems, develop alternative solutions, and makes sound recommendations when necessary Team Player - Demonstrates the ability to interact and participate effectively in the team environment, actively listens, confronts issues and provides feedback to team members as well as internal and external customers, in a courteous and timely manner Commitment - Demonstrates commitment to team goals and objectives by contributing ideas, suggestions, and effort placing team goals and objectives above individual goals Communication - Demonstrates effective and diplomatic oral and written communication skills

Job Location

Honolulu, HI, US.
Position Type
Full-Time/Regular