

Sr. Underwriting Support Specialist

Tracking Code
135788-555

Job Description:

Position Objective: 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.

Key Responsibilities:

- Reviews and determines the acceptability of incoming requests for renewals, non-renewals, endorsements and cancellations based on prescribed criteria and authority, referring others to the Underwriter.
- Demonstrates a commitment to unit goals and objectives.
- Understands the rating and issuance process of the mainframe and PC rating systems.
- Computes and assembles data for the underwriter to assist in the decision making process.
- Prepares policy-writing forms for policies assigned ensuring that all bureau filings, and other regulatory forms are issued on a timely basis.
- Provides timely, courteous and efficient service to producers, policyholders, internal service departments and bureaus; identifies problems and makes recommendations to the Underwriter.
- Inputs and retrieves information for various reports from mainframe and PC systems for the Underwriter.
- Responds to Premium Auditor's request for information, as requested; compares final audit statements with current policy exposures and revises in accordance with prescribed company criteria.
- Requests and reviews underwriting information such as experience modifications, D&B reports, MVRs, LCE reports, etc.
- Communicates with producer, other underwriting departments and team members, other branches and bureaus in accordance with established procedures; follows-up on agreed commitments and understandings, as directed.
- Keeps manager informed verbally and in writing of activities and problems within assigned area of responsibility; refers matters beyond limits of authority and expertise to manager for direction.
- Performs other related duties as required or requested.

Required Skills

- Successful completion of at least two parts of the IIA General Insurance program or the equivalent in related studies or work experience.
- One or more years of experience as an Underwriting Support Specialist, or the equivalent, demonstrating a working knowledge of work methods and procedures.
- An ability to manually rate and issue complex policies and quotes, and to use at least one automated rating system.
- Demonstrates a working knowledge of all mainframe and PC systems that enable processing of new business, endorsements, renewals, non-renewals, cancellations, correspondence, and file documentation.
- Demonstrates the ability to assist in the pre-selection of new business and review a variety of customer requests, as requested.

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