

POSITION DESCRIPTION

Date: August 2006

Department: Underwriting

Position Title: Senior Underwriter

Job Grade: 24T

Reports To: Vice President Underwriting

Company: Fairmont Specialty

Exempt/Non-Exempt: Exempt

Position Objective: Under general supervision, demonstrates the knowledge and skills necessary to seek out profitable business opportunities, review risks and determine underwriting acceptability; remains focused and takes action to achieve results that positively impact sales and profitability. Holds self and others accountable for bottom line results.

Key Responsibilities:

- Determines the acceptability, quality, pricing, profitability and opportunities for new and existing business
- Identifies, creates and initiates new business opportunities within a book of business.
- Creates opportunities to retain and generate additional profitable business from assigned agents and/or producers
- Gathers and analyzes information necessary to make an accurate evaluation of the risk.
- Uses available resources including company underwriting guidelines, business unit strategies and consultations with others to ensure adequate understanding of risk exposures.
- Makes pricing decisions based on risk exposures, risk quality, loss potential and coverage provided.
- Makes decisions within established authority levels.
- Prepares and participates in proposals to producers negotiating terms and conditions.
- Oversees the proper issuance of policies, certificates, filings and notifications.
- Identifies underwriting issues; recommends and develops plans for problem resolution and implements where appropriate.
- Communicates the declination decision immediately and professionally.
- Promotes FSG products and services to customers.
- Develops, exhibits and updates knowledge of company products and services.
- Refers opportunities to partners in other lines of business.
- Participates in presentations to producers and insureds demonstrating how FSG products and services can meet their business needs.
- Participates in monitoring and analyzing performance of assigned agents; recognizes consequences of alternative actions and initiates actions.
- Demonstrates commitment to business unit strategies that support corporate objectives
- Contributes to the development and achievement of business unit goals and objectives
- Recognizes critical issues and identifies problem areas the team needs to address.

- Develops, applies, and improves technical expertise necessary to properly identify risk hazards/exposures, controls and potential loss causes.
- Serves as a role model and helps other find ways to meet their goals and objectives.
- Keeps team members, partners in other lines of business, employees in other departments and the manager informed of issues and activities that may impact FSG's business. Refers matters beyond limits of authority and expertise to manage for direction.
- Performs other related duties as required or requested

Bonus Eligibility: Bonus Target – 5% (See Bonus Plan for Details)

Qualifications:

- Education equivalent to graduation from college, or the equivalent in related work experience
- Must demonstrate a thorough understanding of the insurance industry and the business environment in which it operates in order to develop an effective business strategy and remain technically current.
- Demonstrates the ability to interact and participate effectively in a team environment, actively listen, confront issues and provide feedback to others on the team as well as internal and external customers in a courteous and timely manner.
- CPCU designation preferred

Key Competencies:

- Leadership - Demonstrates the ability to develop and implement account, territorial, producer and book strategies to acquire/retain business.
- Analytical Problem Solving - Demonstrates the ability to gather and analyze information, determine a course of action and implement the selected course of action. Demonstrates the ability to make sound decisions after considering all facts, potential risks, customer needs and alternative solutions.
- Sales - Demonstrates the ability to sell FSG products and services and maintain high persistency.
- Decision Making - Demonstrates the ability to gather and analyze data and draw correct inferences from the information; weigh alternatives and present logical solutions to problems using information available; identify potential risk, barriers and obstacles and recommend plans to eliminate them.
- Customer Focus - Demonstrates a customer focused attitude; initiates and builds relationships and tailors products and services to meet customer needs.
- Communication - Demonstrates the ability to present ideas and information to individuals and groups in a clear, concise, influential, organized and diplomatic manner and address their concerns or needs. Demonstrates the ability to listen to others; probe in order to obtain information.