



UnitedAmerica Indemnity Group, Inc.



JOB DESCRIPTION

Title: Underwriting Assistant

Division: Workers' Compensation

Location: Bala Cynwyd, PA

Reports To: Underwriting Operations Manager

Classification: Exempt

Overview:

This position is accountable for underwriting support for a specific territory and/or group of brokers/programs. Broker support includes training, submission management, clearance/BOR, declination, rating and issuance for new and renewal business. Policy servicing activities include endorsements, cancellations, non renewals, customer service, regulatory compliance and general activities. This requires full compliance with corporate and business unit guidelines and procedures.

Position & Responsibilities:

- Broker training and development for online WC system processes and procedures.
- New business submissions, clearance and information gathering, declination, BOR's.
- Perform support duties as assigned by underwriter or via standard procedures.
- Review applications and supplemental underwriting information for discrepancies and material changes from online system submissions and policy.
- Perform policy endorsements, cancellations, renewal support and non renewals in accordance with established bulletins and procedures.
- Ensure all transactions are processed in accordance with regulatory requirements.
- Rate submissions and endorsements to support rate structure proposed by underwriter and provide the underwriter with all of the underwriting data required to evaluate the risk.
- Act as liaison between various departments and Underwriting to ensure policies are issued correctly and premiums are booked and billed properly.
- Support underwriting audit and forensic audit process and procedures.
- Effective interdepartmental interface, including business development, claims, risk control, premium audit, legal, financial and internal audit.



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Requirements & Qualifications:

- Minimum five years of Workers Compensation underwriting support experience.
- Strong organizational and team work skills.
- Workers Compensation cross functional knowledge, including premium audit, risk control, regulatory requirements, and audit/control standards.
- Online workers compensation underwriting platform experience beneficial.
- Excellent verbal and written communication and computer skills are required.
- Insurance related course work beneficial.