

JOB DESCRIPTION

(Date)

POSITION TITLE: Insurance Underwriter

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Appraise and select commercial property and casualty (P & C) risks that the insurance company may insure, recommending whether an applicant is an acceptable risk or not. Underwrites policies for property and casualty loss, workers' compensation coverage, and product liability.

II. ESSENTIAL FUNCTIONS:

Reviews application for P & C insurance coverage, reports from loss control consultants and actuarial studies to determine if applicant for property and casualty insurance is an acceptable risk. Evaluates the experience of a risk against what is anticipated for the class of business under review. Examines application to determine degree of accident experience and value of property.

Evaluates loss potential due to catastrophe, severity, and/or frequency of possible loss.

Assures adequate pricing of individual risks and recommends changes beneficial to the company in underwriting policies and procedures.

Utilizes knowledge of commercial lines automated systems to develop information for new or renewal policies.

Prepares quotations for agents and answers questions from agents, policyholder, or prospects.

Assists sales agents with comments or questions about applications and the likelihood of acceptance by the company.

Recommends declining a risk for which an equitable price level can not be charged or which may not fit in the company's line of coverage.

May accompany the sales agents on calls to prospects or present clients to explain technical aspects of the policy development and costing.

III. QUALIFICATIONS AND EXPERIENCE:

College degree with major in business administration or accounting

Chartered Property Casualty Underwriter (CPCU) status

Expert analytical skills