

ROCKFORD MUTUAL INSURANCE

JOB TITLE: Underwriting Assistant

SUMMARY:

Under general supervision, performs various duties to support underwriting processing and service.

EDUCATION:

High School diploma at minimum is required; however, a College Degree and personal or commercial lines insurance experience preferred or an AINS Designation.

POSITION REQUIREMENTS:

- Accurate data entry skills
- Good written and oral communications; strong grammar skills
- Ability to use various software programs including MS Word, Excel, Acrosoft and on-line rating programs
- Ability to interact with agents and insureds via telephone and electronic communications.

PRIMARY RESPONSIBILITIES

- Responsible for data entry of applications and endorsements for all lines of coverage
- Handle renewal responsibilities for lines of business as directed by UW management
- Assemble documents, material and information for mailing to agents and insureds
- Take incoming calls from agents, insureds and mortgagee/loss payees
- Responsible for reviewing daily underwriting mail and processing according to guidelines
- Updates job procedure manual as necessary to keep procedures current
- Scans and processes documents via paperless system
- Assists underwriting team as requested