

JOB POSTING

Tower Special Facilities, Inc., has an opening for a *Personal Lines Underwriting Assistant* in the Waukesha, Wisconsin office.

Job Duties

- Examines and evaluates documents such as application forms and other data to determine eligibility
- Accepts, prices, and binds insurance within underwriting authority
- Communicates orally, by correspondence or in person with company executives, and/or underwriters to obtain further information, quote rates, present proposals, explain company underwriting policies, or service existing accounts
- Underwrite and issue new business, endorsements and cancellations
- Review and distribute return premium checks to policyholders
- Evaluate midterm policy status changes, i.e. issue cancellations or non-renewal
- Re-underwrite all renewals annually
- Verify that all policies on the automated review list have been properly handled. (These are different than the annual review with MVR's)
- Respond to inquiries concerning underwriting and billing questions
- Oversee the daily computer run reviewing endorsements, cancellations and new business
- Set up file for SR 26s, (cancellations) as needed
- Make marketing visits
- Assists marketing representatives in resolving problems and questions
- Act as back up to the team leader

Job Requirements

- Associate degree, preferred
- Retail or wholesale insurance experience, preferred
- Word and Excel, basic level of proficiency
- Comfortable learning new insurance software and in training others
- Ability to analyze and interpret general business procedures or regulations
- Ability to write reports and business correspondence
- Must have strong organizational and prioritization skills
- Individual must be flexible and able to adapt to change
- Have demonstrated strong phone and customer service skills
- Be able to effectively present information and respond to questions from clients, customers, and managers
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Skill and ability to read and understand applications, computer printouts, rating manuals and other insurance related materials
- Must enjoy working in a fast paced environment

If you are interested in applying for this position, please submit your resume to resumes@towerspecial.com by Monday, February 19, 2007.