

Underwriting Assistant Job Description

Let's Sum it Up!

Coordinates and maintains Workers' Compensation insurance records of policyholders, prospective insureds and their agents.

What You Will Do (I'm sure we will find more things along the way though!)

- Review daily batch and assemble renewal policies for mailing
- Print insured copies of the paperless agents for mailing
- Pull insured renewal quotes for mailing 30 days prior to current policy expiration
- Manage reports received via email:
 - Daily: Policies Pushed for Renewal & Applications
 - Once Weekly: LCS Reps & Non-Filed Predictive Scoring
 - Twice Weekly: Renewals Not Taken
 - Varies: 25% Conditional Renewals & Updated Exp Mod
- Enter new business applications into the policy management system with screening for duplicate submissions, missing information, etc
- Request missing information from the agent on new business applications
- Review loss runs and enter information into the policy management system
- Obtain experience modification from NCCI website
- Perform Valen scoring
- Task submissions to the underwriter
- Process submission declinations
- Communicate via phone, fax, e-mail and regular mail with agents and others in the execution of duties regarding quotes, new and renewal business
- Process Agent of Record requests
- Assist U/W with manual renewal quote process; printing UAS in ImageRight, etc
- Process manual renewal quotes under \$3K and all print renewal quotes
- Process revised quotes as instructed by UW or Agent
- Provide copies of policies, endorsements, loss runs and/or experience modification worksheets to agents as requested
- Manage Tasks in ImageRight - process endorsements, cancellations and other requests
- Assist agents with website issues
- Cross trains with others in the department to support and assist other members of the department
- Assist underwriters as needed in the servicing of agents
- Assist with some audit functions: UTC's, import of audits, mailing of audits
- Support and assist other members in the department

Who You Are (We want to help you grow and learn more too!)

- Associate degree; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Working Knowledge of Microsoft Office

Physical Demands & Environment

Work is performed in an office environment and involves typing, talking, sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

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