



JR PERSONAL LINES UNDERWRITER

Work Location: **Remote, Jarvis** | Reports to: **COO** | Full or Part Time: **Full Time**

SCOPE:

The Junior Underwriter is an integral part of the Personal Lines Team, supporting team member's books in accordance with the company's guidelines and objectives in order to comply with the underwriting standards. This Team Member maintains a strong relationship with our Broker Partners and Team Members. They are curious with great communication skills and have a passion for learning and growing within the industry.

EDUCATION & EXPERIENCE:

- Two-year commercial or technical college program.
- Over 1 year and up to and including 3 years on-the-job experience and/or performing similar duties required.

WHAT WILL YOU BE UP TO?

- Collaborating with the Personal Lines team in providing service and support to books of business of business.
- Maintaining current Agent/Broker relationships with timely response to inquiries.

- Responding to Agent/Broker inquiries and instructions for renewals.
- Ordering and reviewing loss prevention inspections.
- Assisting underwriters on the Personal Lines team.
- All other opportunities as discovered.

CORE CAPABILITIES:

- You're a self-starter with a passion for accuracy, problem solving, and supporting your colleagues.
- You're an excellent communicator and possess an abundance of personal drive and integrity.
- You have exceptional customer service and relationship building skills.
- You have a drive to learn and grow while working with a high-performing team.
- You see opportunity where others see obstacles.

APPLY TODAY