Federated Rural Electric Management Corp.

Position Title: Senior Underwriter Department: Underwriting

Reports To: Underwriting Manager FLSA Status: Exempt (Administrative)

Date Written: March 2023 Grade: 8

**General Summary:**

Responsible for underwriting and servicing business within assigned authority by evaluating information and determining risk. Handles the quoting, issuance and maintenance of Federated’s more complex accounts.

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| **Essential Job Functions:** | **% of Time:** |
| 1. Assists VP of Underwriting and Underwriting Manager in pricing Federated’s accounts.
2. Quotes, issues and maintains insurance policies for complex accounts.
3. Assists Underwriting Department in renewal and new business submission review.
4. Places brokered business, as requested, prior to expiration, by ensuring accuracy and timeliness of quotes, binders, policies, and endorsements.
5. Gains an understanding of Federated coverages, programs and brokered coverages, and the cross-over between the two. Assists Underwriting Manager in training Underwriting and Sales staff.
6. Assists VP of Underwriting and Underwriting Manager in reviewing Aristos functionality and programming of the Federated and Agency dashboards. Works in conjunction with the VP of Underwriting and Underwriting Manager in communicating programming needs to the IT Department, testing those changes and seeing them through to successful implementation.
 | 30%20%20%10%5%5% |
| 7.\* Performs other duties as assigned.  | 10% |

\*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

**Direct Reports:**

None

**Knowledge, Skills, and Abilities:**

* Advanced knowledge of the underwriting process.
* Knowledge of commercial ISO-type policies, rules, and forms.
* Knowledge of National Council on Compensation and Insurance Service Organization.
* Knowledge of electric cooperative operations and philosophies.
* Knowledge of mathematical principles and practices.
* Knowledge of Federated products, services, policies, and procedures.
* Knowledge of general offices practices.
* Strong skills in oral and written communication.
* Skill in operating such office equipment as personal computer, Internet, e-mail, fax machine, copy machine, etc.
* Ability to communicate with co-workers and customers in a professional manner.
* Ability to assist in effectively training staff members regarding underwriting issues and practices.
* Ability to answer customer coverage questions and problem solve.
* Ability to maintain flexibility and responsiveness when faced with multiple work tasks and stressful situations.
* Ability to make sound decisions using information at hand.
* Ability to maintain confidentiality.

**Education and Experience:**

Bachelor’s degree, plus three to five years of commercial property/casualty underwriting experience required. CPCU preferred.

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

 Normal working conditions with the absence of disagreeable conditions.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

 Filename: Job Description Senior Underwriter – March 2023