

## JOB POSTING

January 7, 2022

### Commercial Underwriter I – 16 (Remote work possible)

- Position Description:**
1. Analyze and provide appropriate instructions to the Customer Service Unit (CSU) for all commercial lines products in the audit and renewal process.
  2. Analyze and accept or reject late premium payments, review and sign certified policies and review and answer Wisconsin Compensation Rating Bureau's communique.
  3. Respond to questions and policy referrals from CSU and Claims.
  4. Communicate with agents, policyholders and other underwriters to obtain information and respond to questions related to underwriting.
  5. Act as backup to Territorial Underwriters during vacations or other extended absences.
  6. Complete underwriting audits and review commercial accounts for compliance with company procedures and record keeping requirements.

- Qualifications:**
1. Three years property and casualty underwriting experience.
  2. Bachelor's degree in risk management, insurance, business administration or equivalent work experience.
  3. Effective communication skills.
  4. Self-starter with demonstrated ability to work independently.
  5. Basic computer skills.
  6. Additional education in CPCU or other industry related field preferred.
  7. Bilingual abilities (Spanish, Hmong, etc) a plus.

**How to Apply:** CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES

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