

JOB POSTING

March 28, 2022

Underwriting Technician – Personal Lines - NE13

- Position Description:**
1. Review all homeowners and personal auto new business submissions for accuracy and acceptability within the established underwriting guidelines.
 2. Review requests from agents for approval of situations that may fall outside the established underwriting guidelines.
 3. Review incoming policy change requests.
 4. Make policy renewal decisions based on activity and information provided from claim adjusters.
 5. Review and promptly respond to incoming e-mails/correspondence from agents and internal employees.
 6. Handle phone calls from agents and assistants.
 7. Process daily, weekly and monthly underwriting reports.
 8. Ability to make decisions, follow procedures, follow letter of authority and work within the published department service standards.
 9. Provide input on products and procedures.
 10. Assist with special projects as assigned.
 11. Perform other duties as assigned.

- Qualifications:**
1. Associate degree or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.
 2. Excellent oral and written communication skills.
 3. Demonstrated analytical and problem solving skills.
 4. Self-motivated with ability to work independently and multi-task.
 5. Demonstrated proficient personal computer skills, with working knowledge of Microsoft Suite.
 6. Interest in pursuing additional education in the insurance industry.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES

MSCHUSTER@RURALINS.COM OR (608) 828-5404

Rural Mutual Insurance Company

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