

Position Opening

Premium Auditor

Duties & Responsibilities:

- Obtain premium audit and policy information from our commercial customers according to pre-determined audit type thresholds: online, mail, written correspondence, or telephone.
- Compile all relevant facts and audited figures, analyze the information according to proper rating and classification rules and guidelines set forth by the applicable rating bureau.
- Prepare all required documentation for the policy file, processing system and audit department.
- Determine if additional underwriting action is warranted and prepare Underwriter Alert Form and set appropriate follow-up.
- Other duties as assigned.

Qualifications:

- Three years property and casualty insurance processing experience, preferably in commercial lines.
- Effective communication skills, especially telephone.
- Ability to operate a personal computer.
- Demonstrated strong analytical and decision-making skills.
- Ability to work independently.
- Effective team player.
- Bilingual abilities (Spanish, Hmong, etc.) a plus.

How to Apply:

Email cover letter and resume to:

Mark Schuster, VP Organizational Development
mschuster@ruralins.com
(608) 828-5404

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