



PUBLIC ENTITY PARTNERS

TITLE: Underwriting Associate

STATUS: Non-Exempt

REPORTS TO: Director of Underwriting

Job Summary: The underwriting associate is responsible for rating liability and workers compensation for an assigned regional territory. The purpose of the role is to participate in obtaining the objectives of the Underwriting Department through the processing of necessary underwriting support functions, including coordination and direction of work processes and systems.

SKILLS AND KNOWLEDGE REQUIREMENTS:

- Two years or more of higher education (bachelor's degree preferred) or equivalent experience working with insurance lines or governmental entities.
- Knowledge of Underwriting procedures, workflows, tools and systems.
- Knowledge of Microsoft 365 Application, Excel, Outlook, OnBase, PEP Underwriting Systems and any other program as needed to accomplish tasks
- Ability to communicate accurately and professionally with members, agents and other employees.
- Strong organizational and time management skills.

ESSENTIAL FUNCTIONS:

- Support the Mission Statement of PE Partners and conduct work in support of corporate financial objectives.
- Coordinate the processing of new and renewal applications, policies, endorsements, cancellations and audits, from application delivery, to logging receipt, process tracking, policy contract production/delivery and creation of internal file documents.
- Perform general rating tasks and analyze budgets, to support underwriting staff.
- Participate in the design, structure, maintenance and oversight of underwriting systems and participate in the oversight of the quality of data and documentation within the underwriting systems.
- Maintain and enter data in various systems including the UW System, Underwriting Expirations, Onbase, and other systems used by the department.

- Maintain proper information documentation in the underwriting file and/or systems.
- Maintain and promote strong working relationships and communications between departments, employees, members, agents and other parties necessary to the success of our mission.
- Perform backup for various clerical positions in other departments on an as needed basis.
- May perform other functions or tasks as assigned.
- Ability to travel occasionally (less than 5% of the time).

NON-ESSENTIAL FUNCTIONS:

- Participate in training of PE Partners and Member Staff on underwriting related topics.
- Participate in special projects on an as needed basis.

WORKING CONDITIONS (MENTAL AND PHYSICAL DEMANDS):

- Must be able to concentrate on detailed information and apply information to processing of internal work.
- Must be able to prioritize tasks and meet daily, weekly and monthly processing goals.
- Must possess and apply basic to intermediate analytical skills and basic math skills.
- Must be able to read, comprehend, document and follow instructions and work guidelines on a consistent basis.
- Must be able to hear, speak and write English clearly, reflecting professional quality.
- Must possess manual dexterity necessary to operate small office equipment such as telephone, calculator and personal computer.
- Must be able to deal effectively and non-confrontationally with a variety of individuals.
- Management retains the discretion to add or change job duties at any time.

Salary \$64,756.29

Excellent Benefits and Retirement Plan

Submit resumes to Attn: Celeste Taylor 562 Franklin Rd. Suite 200 Franklin, TN 37069 or ctaylor@pepartners.org

Resumes accepted until position filled

Public Entity Partners is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other status protected by the law and regulations.