



Job Title: Underwriter

Department: Underwriting

Reports To:

Director of Underwriting

Location: 562 Franklin Rd. Suite 200 Franklin, TN 37069

Classification: Exempt

About Us

Public Entity Partners was created to provide insurance coverage for local governments within Tennessee. With staff experience in local government, as well as the commercial insurance industry, we pride ourselves in providing exceptional service to our members. The vision of Public Entity Partners is to make a difference in the lives of Tennessee public entity employees and the citizens they serve. We relate to governmental entities because we work with them on a daily basis, and we understand the unique challenges they face.

Job Summary

The Underwriter evaluates the risks of PE Partners' municipality members within the state of Tennessee. Responsibilities include management of multi-leveled exposure accounts while meeting underwriting objectives. Utilizes established underwriting guidelines, procedures, and premium / pricing goals within a designated authority level. Determines adequate and fair premium charges for members based on exposure information, loss control efforts, and individual member situations.

ESSENTIAL FUNCTIONS:

- Maintain strong client and prospective client relationships.
- Process new and renewal business with review of exposures and identification of hazards through the applications, review of loss control surveys, experience and schedule rating, and other pricing mechanisms, within assigned authority.
- Provide timely and professional customer service to agents and members.
- Process policies and endorsements within guidelines.

- Generate and analyze loss runs for agents, members and other team members.
- Support the collective efforts of colleagues in Member Services and Risk Control to enhance member relationships.
- Collaborate frequently with Senior Underwriters.
- Provide general administrative assistance to management as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to learn, apply, retain, and become a subject-matter-expert.
- Customer service orientation, attention to detail, follow-through, flexibility, ability to effectively organize, problem-solve and prioritize projects/assignments.
- Working knowledge of contracts and legal agreements.
- Excellent written and verbal communications.
- Ability to establish and maintain effective working relationships with others.
- Proficiency in Microsoft Office Suite.
- Validated Tennessee driver's license.
- Ability to travel occasionally.

REQUIREMENTS

- Bachelor's degree in Risk Management, Insurance, Business, or related, or equivalent experience.
- Insurance Institutes of American (IIA) coursework preferred.
- Work experience with public entities / municipalities is helpful.

Salary \$97,670.21

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 is 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.