

## Job Description

Title	Underwriter	Supervisor	AVP, Credit Unions
Company	Berkley FinSecure	Department	Underwriting – Bond and MLP
Location	Niles, MI	Date job description updated	12/15/2014
Full-time or Part-time	Full-time	If Part-time – list weekly hours worked	
Exempt / Non Exempt	Exempt	If Exempt – type of exemption	Professional

### **Job Description: Describe specific objectives for this position.**

- Underwrite accounts in the designated lines of business to produce profitable business in accordance with company underwriting guidelines.

### **Overall Responsibilities: Describe the overall job responsibilities (including any decision making authority) for this position.**

- Underwrite designated book of business as follows and as appropriate for the particular line of business:
  - Review of submissions, including applications, audits and loss history for acceptability.
  - Analyze the financials of new/existing accounts for acceptability.
  - Analyze ownership, senior management and internal control procedures of new/existing accounts for acceptability.
  - Analyze claims history of new/existing accounts.
  - Price new and renewal accounts.
  - Set coverage terms and conditions for new and renewal accounts.
  - Complete Underwriting Review to document analysis of the account, pricing, coverage terms and conditions.
  - Prepare and issue quotes.
  - Negotiate with sales personnel and agents.
  - Interact with reinsurance brokers or reinsurers to obtain special acceptances and/or facultative placements.
  - Oversee the processing and file maintenance of the accounts within the designated book of business.
- Assist with training Underwriter Trainees and/or Underwriting Assistants as appropriate.
- Work on special projects as assigned.
- Other duties as may be appropriate to underwrite an assigned book of business for the company.
- Some over-night travel may be required.

### **Required Experience: Include necessary skills/experience and core competencies required.**

- Experience in underwriting associated lines of financial institution business (bond and management liability).
- Strong familiarity with credit union bond, management liability, and issues surrounding credit union industry, and financial institution insurance exposure considerations.
- Excellent verbal and written communication skills
- Proficient in Microsoft Office applications, specifically Word, Excel and Lotus Notes.
- Ability to work independently
- Good organization skills
- Excellent Team Player

### **Education Requirement**

- College degree preferred and/or substantial insurance industry experience