

Job Description – Insurors Indemnity Companies

Title: Property & Casualty Underwriter

Reports to: Underwriting Manager

Based at: 225 South 5th Street, Waco, TX 76701

Job Purpose: Review and evaluate risk exposures/hazards for acceptability based on the company's underwriting guidelines and philosophies to develop a profitable book of business.

Job Grade: **Level I:** 3 **Level II:** 4 **Senior:** 5

FLSA Status: **Level I:** Non-Exempt **Level II:** Exempt **Senior:** Exempt

Key Responsibilities:

1. Objectively consider information regarding a risk and its exposures and hazards based on information provided
2. Properly apply forms, endorsements and deductibles to help mitigate risk
3. Develop and maintain agency relationships
4. Other duties as assigned

Qualifications & Education Minimum Requirements:

- Associate degree or equivalent business experience
- Three or more years experience in a commercial underwriting position
- Industry specific designation (AINS, AU, CPCU) or the willingness to complete designation within prescribed time period.
- Multi-state underwriting experience preferred
- Proficient in the use of contemporary business software (Microsoft Suite)
- Occasional travel

Physical Requirements:

- Job conditions may require light lifting, sitting, walking and standing
- May be required to sit at a desk or computer for long periods of time
- Ability to see details of objects at a close range (within a few feet of the observer)
- Ability to make fast, simple, repeated movements of the fingers, hands and wrists

Employee Signature

Date