

Underwriting Support Specialist

Prime Insurance Company is seeking driven, educated, experienced team players who possess a strong business aptitude, provide high-level support to our underwriting team, and assist team members with our book of business.

Essential Duties & Responsibilities

- **Prequalifying Submissions and Partner Education** – Evaluate new submissions to determine the acceptability of the risk in accordance with underwriting guidelines. Effectively manage producer relationships to achieve production goals.
- **Underwriting Compliance Research** - Learn and stay apprised of state/territory issues, regulations and trends
- **Underwriting Support** - Assist underwriting staff with other duties as assigned. Collaborate with internal and external business partners

Education Requirements

- A high school degree or some college preferred
- Prior Insurance experience strongly desired but not required

Required Experience

- Competent in use of technology including the Microsoft Office Suite, email communications and internet research
- Exhibits strong organizational, people and problem solving skills
- Ability to function in a highly collaborative, fast paced, team environment
- Outstanding oral and written communication skills

Preferred Experience

- Dynamic, positive and outgoing personality
- Build, strengthen, and maintain internal and external professional relationships
- General knowledge of the insurance industry and basic terminology a definite plus.
- Spanish Speaking

Please send resumes to hr@primeis.com