

WE'RE HIRING



Underwriting Associate

The position provides a variety of administrative information processing services to support the underwriting department and requires strong customer service skills. It operates as a training program to learn the company's underwriting methodology and may provide an opportunity to become a full underwriter after a training period to be determined on a case-by-case basis based on applicant's experience and potential.

Job Responsibilities:

- Evaluate new submissions to determine the acceptability of the risk in accordance with underwriting guidelines
- Learn and stay apprised of state/territory issues, regulations and trends
- Prioritize and manage inventory of special projects, new business opportunities, renewal business, and in-force policy endorsement and service requests
- Understand pricing components and rating methodology to price business based on risk characteristics, financial review and competitive analysis.
- Demonstrate technical and artistic/creative underwriting skills through strategic account review and detailed file pricing and risk documentation
- Effectively manage producer relationships to achieve production goals
- Learn how to collaborate with internal and external business partners

Requirements:

- Dynamic personality
- Exhibits strong organizational, problem-solving, and critical-thinking skills
- Build, strengthen, and maintain internal and external professional relationships
- Ability to thoroughly analyze various risk factors and demonstrate a flexible, creative, and thoughtful underwriting approach
- Competent use of technology
- Ability to function in a highly collaborative, fast pace, team environment
- Outstanding oral and written communication skills



Underwriting Associate

Job Type & Location

Full-time – On-site Only

Work Locations: In-Person at our UT, IL, PA, or FL offices. This is an in-person position that requires daily attendance at one of our office locations.

Salary Range

\$45,000 to \$250,000 plus bonus potential.

Benefits

Prime's benefit package includes options for Health, Dental, Eye/Optical, Life, Optional Supplemental Life, and Optional Disability insurance, as well as a 401K Program with Generous Employer Match, Paid Time Off (Accrued per Pay Period), and discretionary bonuses.



Send your resume & cover letter to:

Email: hr@primeis.com