



Job Description

Job Title: Assistant Broker
FLSA Status: Non Exempt
ADP Job Code: ASTBRK
Reports To: Broker
Location: Hull Denver

POSITION PURPOSE

Reviews insurance applications, primarily on renewal business, to evaluate, classify, and rate individuals and groups for insurance and accepts or rejects applications by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

... handles renewal business - examines such documents as application forms, inspection reports, insurance maps, and medical reports to determine degree of risk from such factors as applicant financial standing, age, occupation, accident experience, and value and condition of property,

...reviews company records to determine amount of insurance in force on single risk or group of closely related risks, and evaluates possibility of losses due to catastrophe or excessive insurance,

...underwrite or broker risks, insuring that all required information is obtained, proper applications are completed, quotes and binders are confirmed in writing, policies are issued promptly and accurately, state filings (where applicable) are made, and taxes paid in accordance with appropriate state laws. Secure payments on risks bound or written,

...review, analyze and underwrite risks submitted by Producers, rate submissions for premium and terms, analyze exposures for quotes for new and renewal business, issue written indications, quotes and binders; use inspection companies to obtain further information, quote rates, or explain company underwriting policies,

... along with the Broker, meets with retail agency customers to develop business and cultivate relationships in an effort to grow a book of business,

...understand and extend Company facilities, utilizing binding authorities or brokering risks when required to successfully negotiate a placement; be responsible for your underwriting results,

...see that coding on specific required forms are completed and utilized,

...service and perpetuate existing business, occasionally produce new business, and have a keen awareness of priorities,

...provide guidance and training to the processors and assistants, to enable them to reduce the underwriters' clerical workload, and to develop basic underwriting and brokering skills and techniques,

...foster and improve relationships with other departments, producers, companies and competitors,

...confer with the Broker before underwriting or brokering unusual or unfamiliar coverages or manuscript forms,

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university is desired or five years insurance experience, two years of which is as an underwriting assistant. Hold property & casualty insurance license. Experience with excess and surplus lines underwriting agency or company a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, or controls; reach with hands and arms; and stoop or kneel.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This job description is not meant to be an all-inclusive statement of the duties of the position listed above. Other appropriate duties may be assigned.

I acknowledge that I have reviewed this job description and can perform the essential duties with, or without, reasonable accommodation.

Signature _____

Printed Name _____

Date _____