



POSITION DESCRIPTION

Job title: Personal Lines - Property Underwriter (home & farm)

Location: Preston IA (Fully Remote). Must reside in Iowa.

Shift: Mon – Fri - daytime schedule (flexible)

Reports To: Company Leadership

Pay Basis: Full-time (Non-Exempt) pay based on experience & education, semi-monthly ACH payroll.
Includes standard benefits - health/dental/vision insurance, PTO, 401(k),

SUMMARY:

Underwrite personal lines home and farm property risks in Iowa. Responsible for making decisions on valuation, classification, acceptance or decline of property and premises liability coverage in accordance with established underwriting guidelines. Create electronic reports and correspond with agents and coworkers in the underwriting process. Underwriting responsibilities may include accounts from our mutual office(s) in Iowa.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Good customer service skills, ability to thrive in a team environment
- Gather & evaluate information to determine risk eligibility
- Examine applications, inspection reports, valuation reports, etc.
- Prepare electronic valuation reports
- Provide recommendations & advice to agents
- Correspond with agents, inspectors, and office staff in evaluating risks
- Create and monitor reply to deadlines
- Compose various written & electronic correspondence in a professional manner
- Meet file documentation standards
- Meet deadlines amid a busy workflow
- Safeguard customers' private information

QUALIFICATIONS:

To perform this job successfully an individual be able to perform the above duties and responsibilities satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of 2 years of insurance experience is preferred, or an associate or bachelor's degree; however, an equivalent combination of experience and education will also be considered.

OTHER QUALIFICATIONS:

- If remote...ability to get to our office occasionally for training, meetings, etc.
- Ability to think logically, and make & explain decisions
- Knowledge of insurance policies, forms & coverage
- Basic knowledge of farm operations, terminology, and values
- Ability to manage multiple and/or conflicting priorities
- Basic computer skills and ability to operate common office equipment & software
- ability to work in harmony with management, coworkers, customers & agents
- flexibility to accept changing or additional duties when necessary
- ability to attend occasional training/education courses off-site
- ability to maintain confidentiality of private/sensitive information
- ability to maintain regular work schedule

Interested parties please apply or send resume:

<https://www.ziprecruiter.com/job/f45e42f3>