

Commercial Lines Associate Underwriter

DATE:	January 30, 2012
SALARY:	2492/3115/3737
JOB DESCRIPTION:	Receives and processes paper and electronic correspondence.
TYPICAL WORK CONDITIONS:	Office environment.
EQUIPMENT USED:	Computer terminal or Personal Computer and related equipment (calculator, phone, fax, copier).
KNOWLEDGE/TRAINING:	Twelve months of prior Commercial Underwriting experience or have insurance industry job experience comparable to this position.
ESSENTIAL TASKS:	Evaluates risk according to the underwriting guidelines. Accepts or declines offerings of new and renewal Commercial Lines business submitted by producers. Performs customer service duties and processes paper and electronic correspondence.

Submit application by February 7, 2012.