



## ***Underwriter Trainee***

### KEY RESPONSIBILITIES

#### Underwriting Client Portfolio

- Conduct analysis to determine risk on renewals and endorsements within your authority
- Contact external resources as required to obtain information for analysis
- Evaluate and make recommendations for or against coverage based on the risk rating
- Complete rating and reinsurance worksheets as required
- Prepare quotes for commercial business as assigned
- Negotiate coverage and rates with brokers
- Review loss control reports/recommendations and monitor for completion
- Participate in developing team-oriented approach to meeting Regional and Corporate goals and objectives including written premium and profitability objectives
- Update claims information accordingly.
- Refer business exceeding Authority Level to appropriate Underwriter

#### Data Accuracy

- Investigate and reconcile accounting discrepancies

#### Customer Service

- Follow up and request file information from brokers as required
- Maintain effective communication and service levels with brokers
- Assist in monitoring broker results and make recommendations to the Team Leader/Manager

#### Team Participation

- Develop and maintain positive constructive relationships with staff
- Provide assistance and support to others as requested
- Undertake any related activities as requested
- Support and promote the positive team approach

#### General Administration

- Maintenance of underwriting files
- Update renewal and new business logs as required
- Perform other tasks as required

#### Skills & Abilities

Communication

Customer Service Skills

Negotiation skills

Attention to Detail

Interpersonal Skills

Organizational Skills

Decision Making Skills

Adaptive Capacity

Technology Skills

Analytic Thinking Skills

Teamwork Skills