



PERSONAL AUTO  
PERSONAL PROPERTY  
THE EASE OF  
DOING BUSINESS

# Commercial Property & Casualty Underwriter

Southern Insurance Underwriters, Inc. - Alpharetta, GA

## POSITION NATURE AND SCOPE:

Job functions require exercising independent judgment and leadership, but do not include the management of others.

- Quote new business and renewals with efficiency and accuracy based on market availability and according to department service standards and company compliance, while writing minimum of set goal amount in new business annually.
- Provide quotes according to all contract and binding companies.
- Assist other underwriters in completion of files and tasks as requested.
- Process endorsements and policy changes requiring underwriting input or judgement.
- Write \$1-2 million in new business and \$2-4 million in renewal business.
- Complete renewals with retention rate as assigned and maintain renewal lists.
- Review audits and surveys for completion.
- Manage emails for team.
- Participate in the department phone triage.

## QUALIFICATIONS:

### *Education*

- Bachelor's Degree in Insurance and Risk Management or related field preferred.
- Industry relevant designations preferred (e.g. CPCU, ASLI, ARM, etc.).

### *Experience*

- 1-3 years of Commercial Property and Casualty underwriting experience required.
- Familiar with standard concepts, practices and procedures within the Commercial Property and Casualty insurance industry.

### *Computer Skills*

- Proficient in Microsoft Office products to include Excel, Outlook and Word.
- Ability to adapt quickly to new software applications.

### *Interpersonal/Communication Skills*

- Professional verbal and written communication along with strong interpersonal skills.
- Ability to work in a team, productivity based environment.

Corporate Office : P.O. Box 105609, Atlanta, Georgia 30348-5609 • PH: 678.498.4500 • TF: 800.568.1700 • FX: 678.498.4600

Florida Office : 1035 Greenwood Blvd, Ste 121, Lake Mary, Florida 32746 • PH: 407.671.7464 • TF: 800.866.3324 • FX: 407.671.9262

Internet: [www.SIUins.com](http://www.SIUins.com) • Email: [info@siuins.com](mailto:info@siuins.com) • Hours: 8:00am - 5:30pm EST



SOUTHERN  
INSURANCE  
UNDERWRITERS, INC.

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- Ability to multitask efficiently and accurately in a fast paced environment.
- Strong organization and prioritization skills.
- Must possess initiative and drive to make positive changes to processes.
- Detail oriented with strong problem resolution and research skills.
- Ability to analyze a situation and implement a solution.
- Must be customer focused.

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