



## COMMONWEALTH INSURANCE ADVANTAGE

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### **Job Description – AVP– Underwriting (General | Professional Liability)**

Commonwealth is a market leader providing insurance brokers specializing in healthcare with multiple workers' compensation coverage options via several strategic insurance carrier partners. With an emphasis on fast, efficient service and a culture of finding a way to make tough deals work, we have a proprietary relationship with our chosen carriers and a trusted relationship with our brokers. In addition to workers' compensation coverage, Commonwealth Specialty Programs provide access to traditionally difficult to find liability coverage for both the emerging exposure of active shooter events as well as the shooting sports industry. To learn more about the company, visit <https://commonwealthinsure.com>.

#### **The Role**

An insurance underwriter is an experienced individual who assesses risks and determines whether to offer coverage and, if so, at what terms. In a Program Manager's capacity, they serve as the link between production (retail agent) and coverage (insurance carrier). These individuals must possess an analytical skillset with the ability to dig through information in order to reach an appropriate conclusion regarding an account, and they must be able to effectively communicate their conclusion to both parties.

#### **Responsibilities**

- Analyze accounts and, based on risk profile including both quantitative and qualitative factors to determine whether an account is likely to be profitable for the appropriate carrier program
- Communicate with retail agents regarding general underwriting conclusions (pricing) and, after consensus is reached, negotiate proposal terms with carrier(s) approached if required (above delegated program authority)
- Performs some administrative duties related to new business and renewal accounts
- Compliance with internal underwriting documentation standards and guidelines
- Serve as a subject matter expert for insurance products offered by Program Manager
- Assist in mentoring and developing newer underwriters in conjunction with your supervisor

#### **Requirements**

- Bachelor's Degree or Associates Degree if three or more years of underwriting experience
- At least three years of general and professional liability underwriting experience
- Chartered Property Casualty Underwriter (CPCU) and/or Registered Professional Liability Underwriter (RPLU) designation(s) a plus
- Program Manager/Managing General Underwriter experience a plus
- Experience handling complex liability accounts, including pricing modeling (quantitative) and analysis of subjective exposures (quantitative)
- Proficient in Microsoft Office/Google Workspace, with particular emphasis on Excel/Sheets
- Analytical skills and detailed oriented approach to the job, including the ability to synthesize multiple sources of information to reach best conclusion (where/how to place business)

- Excellent written and oral communication skills, including the willingness and ability to negotiate with external counterparties
- Ability to manage deadlines effectively
- Willingness to mentor less experienced underwriting team members

**Relocation Provided:** No

**To Get Started, Please Send Us The Following Information:**

Provide a cover letter that includes:

1. Name, address, email and phone number
2. The specific internship position (listed at the top of this page) that you are interested in
3. Your current resume

***Send above to:***

Vanessa Adams at [vadams@commonwealthinsure.com](mailto:vadams@commonwealthinsure.com)

***If questions:***

Call Vanessa at 267-513-1976