



CAREER OPPORTUNITY

Position: Personal Insurance Underwriter

Office: Various Offices, or Remote from Home

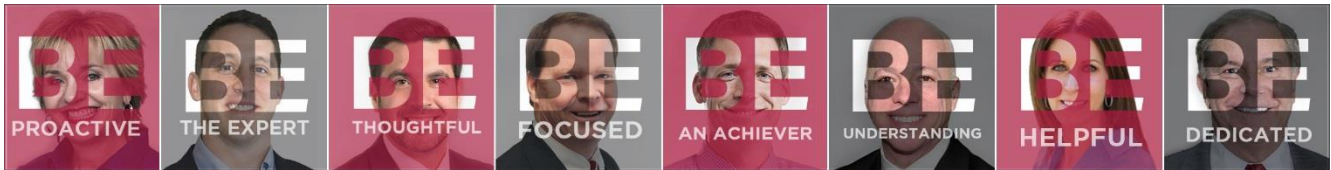
Status: Full-time

Career Level: Mid-Career to Senior-Career

Reports to: Personal Lines Manager / Vice President - Benefits & Personal Insurance

Salary: Based on Experience

Benefits: Profit Sharing, Community Involvement and Volunteer Opportunities, Full Benefits Package Including: Generous PTO/Holidays, Health Insurance, Dental Insurance, Life Insurance, Vision Insurance, 401K with a Friendly and Casual Work Environment



The Personal Insurance Underwriter provides assistance to Agent Owners and Account Representatives in maintaining and growing their books of business.

Major Responsibilities:

- Answers underwriting, coverage or general personal insurance questions
- Prepares and summarizes new and renewal quotes along with other general quoting
- Attaches quotes and helps maintain files in Applied Epic, the agency management system
- Maintains knowledge of the carrier companies we represent and changes in the marketplace
- Uploads and/or issues new quotes
- Reviews and rewrites new business to ensure they were issued correctly
- Performs other functions as assigned

Knowledge, Skills and Abilities:

- Maintain a Property & Casualty License



- Must have 5+ years personal insurance experience
- Prefer background with an Independent Agency
- Above average computer skills and experience in Microsoft Word and Excel
- Ability to multi-task in a fast paced, customer focused office
- Expert attention to detail
- Independent thinker and self-motivated
- A courteous and professional demeanor with good interpersonal skills
- Highly professional and possesses strong verbal and written skills

Join a top 100 US Insurance agency.

Founded in 1960, Robertson Ryan & Associates, Inc. offers a broad range of solutions for Business, Benefits and Personal Insurance. We counsel and assist more than 30,000 clients from small businesses to national accounts in all industries. With over 230 employees and 130+ insurance companies we are the largest independent agency in WI and 54th largest privately held agency in the nation. Robertson Ryan is unique in that each agent is an Agent Owner making client service and satisfaction a top priority. Our culture is dynamic, fun and most employees have worked at RRA well over a decade.

Apply at www.robertsonryan.com/careers