

Mail File Clerk

Underwriting Department

Reports to the Supervising Underwriter and Senior Vice President, Underwriting

Job Description

The Mail File Clerk processes all incoming company mail and manages a large volume of policy files. The Clerk also provides support and file access assistance to the Underwriting Department.

Company Profile

Alaska National Insurance Company is a multi-line commercial insurer servicing businesses in the western United States for over three decades. We provide businesses with financially secure protection from risk, supported by the highest quality in customized policyholder services. We offer career paths in Underwriting, Claims, Loss Control, Audit, Assigned Risk, Information Technology, Accounting and Administration. Alaska National is a financially "A" rated company with over 200 employees in Anchorage, Seattle, Walnut Creek, Orange County and Boise.

Alaska National Insurance Company provides a strong benefits program which includes 401(k) program, and profit sharing. We provide medical, dental, vision, life and disability insurance, as well as paid leave and holidays.

General Responsibilities

- Responsible for company mail - open, sort, date stamp, and distribute to appropriate departments.
- Responsible for file assembly – on endorsements, renewals, new business, and final audits.
- Pull files or attach mail in files as requested by Underwriting, Rating, Audit, Accounting, and Data Processing & file back.
- Research and run pre-renewal summaries.
- Copy mail as needed.
- Pick-up, sort, deliver faxes.
- Empty "out" baskets from Underwriting, Rating, Audit, and Accounting Departments.
- Log in new business in two computer programs.
- Copy MVRs to be sent out.
- Match certified cards for Underwriting and Assigned Risk Departments.
- Research information and copy "Premium Finance Agreements" then file or forward to Assistant Underwriters.
- Maintain filing of current files, retro files, and expired files.
- Box and inventory files for offsite storage or destruction.
- Manage special projects as needed and other duties as assigned.

Minimum Requirements

- High school graduate
- Type 25 wpm accurately
- One year prior office experience, mail and file experience preferred

Physical Requirements

- Ability to lift 40 pounds
- Ability to walk, stoop, reach and bend
- Ability to use ladders, stools and hand trucks

Attributes

- Ability to work independently and in a group environment
- Prioritize workload to meet company and department expectations