

## Associate Underwriter

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Underwriting Department

Reports to Supervising Underwriter and Senior Vice President, Underwriting

### Summary and Purpose

Assist Underwriter in the issuance of new and renewal business in all aspects of the Underwriting process. Under the general direction of the Underwriter, and as knowledge base increases, process and issue new and renewal business within a designated underwriting authority.

### 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

- Provide administrative and general clerical support to the Underwriter.
- Provide the highest level of customer service to agents, policyholders and co-workers.
- Manage a large volume of telephone calls, faxes, e-mails with timely responses to customers in a variety of circumstances.
- Gather, screen, analyze, and evaluate information on new and existing accounts.
- Provide preliminary rating/pricing and loss-rating on all lines of coverage (except Anchorage).
- Willingness to learn new tasks and increase technical knowledge.
- Provide support through an understanding of services including premium audit, loss control, claims and facultative reinsurance.
- Process and issue new and renewal business within designated authority limits
- Other duties as assigned.

### Minimum Requirements

- High school graduate, college degree preferred.
- Working knowledge of business office practices and procedures
- Effective oral and written communication, listening, interpersonal, customer service and telephone skills
- Above average grammar, spelling and business math skills
- Working knowledge of computers, including data entry, word processing and spreadsheet programs
- Excellent organizational skills
- Understands the fundamentals of insurance
- Preferred backgrounds include Risk Management & Insurance, Finance, Business Administration, or Economics, either educational or work experience

### Attributes

- Work effectively independently and in a team environment
- Analytical and problem solving skills

- Customer service and/or marketing oriented
- Ability to multi-task and prioritize
- Ability to work with complex rules and a continuously changing work environment