

## Rating Technician

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Underwriting Department

Reports to the Manager and Senior Vice President, Underwriting

### Job Description

The Underwriter Rating Technician position provides an exciting opportunity for a highly motivated individual to begin their career at a successful, well established, Alaska based company. Through on-the-job training, Rating Technicians learn how to accurately develop premium and maintain policy records for multiple lines of commercial insurance, including workers compensation, property, liability and auto.

### 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, San Francisco 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

Performs the following for Workers' Compensation, General Liability, Property, Inland Marine, Crime, Umbrella, Commercial Auto, Truckers, and Garage insurance policies:

- Provide new and renewal quotes requested by Underwriters
- Rate, mock-up forms, and invoice policy changes and issues (mock-up forms applicable to Anchorage policies only).
- Invoice for reinsurance
- Manual billing when needed
- Learn to use CLM manuals via Vertafore for manual rating
- Process Broker of Record (BOR) changes
- Experience rate applicable policies
- Communicate with Underwriting Staff to verify information
- Quality control and proof work performed in Rating
- All other duties as assigned

### Minimum Requirements

- High school graduate, college degree preferred
- One year prior office experience
- 10-key and typing proficiency
- Type 40 wpm accurately
- MS Office experience

### Attributes

- Excellent time management and prioritization skills
- Ability to multi-task in a fast paced environment
- Effective interpersonal, written and verbal communication skills
- Ability and initiative to gather information, analyze facts, and propose solutions
- Willingness to complete professional designation(s) and continued insurance education
- Actively participates in team discussions and problem solving