

**Utica First Insurance Company** has been serving the insurance needs of families and businesses for over 100 years. We have a “team” of employees and offer continuing opportunity for personal career growth.

## **UNDERWRITING ASSISTANT**

**Position Available:** Immediately. Full-Time

Utica First Insurance Company is currently seeking an **Underwriting Assistant** to perform the following functions: process all quotation, application and endorsement changes for Commercial policies in the system. Assist with the testing required by the Information Services Department. Provide back-up service to Policyholder Survey Unit. Assist in the Guidance of other Underwriting Assistants and other support personnel.

### **MAJOR RESPONSIBILITIES**

1. To quote and process policies for Commercial risks.
2. To process changes, including cancellations, for Commercial risks.
3. To process certain changes that do not need Underwriter approval, as indicated in the Commercial Underwriting Guide and Procedures Manual.
4. Assist with testing required by Information Services for Commercial Lines Products.
5. To be able to help with training on automated systems and other related work.
6. To be able to back-up the Telephone Survey Unit when the Survey Coordinator is absent.
7. To be able to order inspections, audits and other information that may be needed from time to time.
8. To provide support to agents via phone for any quoting and processing questions.

### **REQUIREMENTS**

4-year college degree or equivalent experience (minimum of 3 years). Excellent communication skills required. Proficiency in Microsoft Office/Outlook.

**We offer a competitive salary and benefits package to include:**

Medical (1<sup>st</sup> of the following month of hire)  
Dental  
Vision  
401k after 90 days of employment

Flexible Spending Accounts  
Vacation/Sick/Personal Time Off  
Generous Paid Holidays  
Company Paid Basic Life Insurance  
Company Paid LTD  
Company Paid Travel Accident Insurance

Utica First conducts pre-employment screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicate a potential for impaired or unsafe job performance. Any potential hire for Utica First will undergo screening for the presence of illegal drugs as a condition for employment. Utica First will not discriminate against applicants for employment because of past abuse of drugs.

Utica First Insurance Company is an Equal Opportunity Employer.

Utica First Insurance is located at the Oneida County Industrial Park at 5981 Airport Rd. in Oriskany, NY and is easily accessible via Route 840.

Please apply online or email resume and salary history to: [employment@uticafirst.com](mailto:employment@uticafirst.com)

or

Mail to:  
Utica First Insurance Company  
Employment Opportunities - Claims  
PO Box 851 Utica, NY  
13503-0851