

# **Commercial Lines Associate Underwriter**

## **Utica First Insurance Company**

This position includes working with both Commercial lines processing and underwriting staff. This team member will be responsible for a variety of tasks including but not limited to: quoting Commercial lines risks, processing changes and cancellations, and helping to issue new business. Position also requires underwriting training to facilitate support for underwriting tasks as needed. As underwriting training progresses, this individual will need to be able to communicate with agency plant and provide support for both processing and underwriting functions. This position will also require participation in various projects as directed by management for changes in system or workflow processing.

### **Essential Job Duties:**

- Quote and process policies for Commercial risks.
- Process changes including cancellations of Commercial risks.
- Process certain policy endorsement changes that do not need underwriter approval, as indicated in Commercial Underwriting Guide and Procedures Manual.
- Ability to help with training on automated systems and other related work.
- Ability to order, review and edit physical inspections, order and process audits and any other information that may be needed from time to time.
- Ability to work with a senior level underwriter as a mentor and trainer on the responsibilities expected of an underwriter.
- Daily verbal communication with clients via phone, email and fax.
- Provide support to underwriting staff as training progresses.
- All other tasks involving project work as directed by management.

### **Educational and Qualification Requirements:**

- Bachelor's degree required or equivalent experience.
- Prior knowledge of Commercial Lines preferred.
- Knowledge of Microsoft Office products required.
- Insurance coursework including CPCU, AU or AINS preferred.

### **Utica First offers:**

- 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
- Bonus Program
- Business Casual Environment

**Please forward your resume' to: [employment@uticafirst.com](mailto:employment@uticafirst.com), or mail to:**

Utica First Insurance Company  
Employment Opportunities  
PO Box 851  
Utica, NY 13503-0851

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 is an established property and casualty Insurance company located in the Oneida County Industrial Park in Oriskany, NY. We have been in business for over 110 years. Utica First is an A rated company (Excellent) by AMBest.