



**JOB TITLE:** Underwriting Assistant

**SUMMARY:** The Underwriting Assistant will provide administrative and technical support to the Historic Property Underwriting Team of Maury Donnelly and Parr, Inc's Programs Department and reports to the Vice President, MDP Programs.

**DUTIES AND RESPONSIBILITIES:**

- Perform key system functions, including: new business files, renewal files, and broker appointments. Manage internal files and records systems.
- Assist internal and carrier billing & accounting teams to ensure premiums are invoiced properly and paid in a timely manner.
- Perform quality checks of final proposals and policies for accuracy; issue policies.
- Handle endorsement and policy change requests and customer service needs.
- Conduct oral and written communication with agency partners.
- Performs other related duties as assigned by management.

**QUALIFICATIONS:**

- High school diploma or general education degree (GED), and six – twelve months of related experience (with insurance carrier, broker, or agency).
- Computer skills required: Microsoft Office; Excel Spreadsheets, job-specific software

**COMPETENCIES:**

- **Customer Service** - Manages difficult customer situations; Responds promptly to customer requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions and takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Oral & Written Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; writes clearly and informatively; Edits work for spelling and grammar; Able to read/interpret written information.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; Contributes to building a positive team spirit; Puts success of team above own interests.
- **Diversity** - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Occasionally required to stand and/or walk; frequently required to sit; continually required to utilize hand and finger dexterity and to talk or hear. Normal office environment.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*