



Senior Commercial Underwriter – Position Description

PURPOSE OF THE POSITION

The Senior Commercial Underwriter provides underwriting support and services to the commercial lines producers, provides mentoring to junior staff, helps develop wording and ratings, and assists on projects as assigned under the direction of the Director of Underwriting

SCOPE OF POSITION

The Senior Commercial Underwriter reports to the Director of Underwriting and has functional relationships with the commercial producers, underwriters, processors, and assistants within the company. This role involves serving as a Casualty Expert, creating guidelines, and mentoring junior staff.

POSITION DUTIES

- Execute individual pricing and risk selection decisions within the assigned underwriting authority and in accordance with company guidelines
- Provide mentorship to junior staff and underwriters
- Analyzes and helps update wordings in conjunction with the Lloyds contracts
- Collect background information and assessments of risk
- Analyze statistical data using specialist computer programs
- Consistently make sensible underwriting judgements and negotiations
- Determine premiums and prepare competitive quotes
- Decide on the wording of policies
- Prepare insurance policy terms and conditions
- Work effectively within a team to achieve efficient operations, business improvements, and profitable underwriting results
- Keep detailed records of policies underwritten and decisions made
- Balance between mass and homogeneity of risks to achieve predictability of future results
- Follow applicable insurance laws
- Other duties as directed or assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- | | |
|---------------------------------|---------------------------------------------|
| ✓ Proven underwriting knowledge | ✓ Excellent knowledge of insurance policies |
| ✓ Commercial Liability Expert | ✓ Microsoft Excel and Word |
| ✓ CIP Designation | ✓ Commercial Property |



- ✓ 8+ Years experience

Skills

The incumbent must demonstrate the following skills:

- ✓ Analytical and problem-solving skills
- ✓ CIP Designation
- ✓ Organization and planning skills
- ✓ Strong attention to detail
- ✓ Effective written and verbal communication
- ✓ Proficient computer skills
- ✓ Ability to learn and use new software
- ✓ Strong time management
- ✓ Ability to manage work in stressful circumstances

Abilities

The incumbent must demonstrate the following abilities:

- ✓ Honesty and trustworthiness
- ✓ Respectfulness
- ✓ Reliability
- ✓ Ability to multi-task
- ✓ Ability to work collaboratively and/or independently
- ✓ Cultural awareness and sensitivity
- ✓ Flexibility

WORKING CONDITIONS

This role is full-time remote, work-from-home with hours of work typically falling into the office's opening hours and some after-hours work as required.

Occasionally, an opportunity may arise to work overtime hours. All overtime hours must be preapproved by a supervisor or manager. Unauthorized overtime is not permitted and will not be compensated.

Vacation time must be coordinated with the Director of Underwriting to ensure the department maintains coverage at all times.

POSITION COMPETENCIES

1. JOB KNOWLEDGE AND WORK QUALITY – *Standard: Provides accurate, thorough, and professional work regularly within the time allocated; follows through with work and follows up appropriately; well-informed and cross-trained; follows established procedures in each aspect of job; understands the importance of the role and responsibilities in achieving company objectives.*

2. ACCOUNTABILITY AND ADAPTABILITY – *Standard: Takes responsibility for assigned tasks and projects; dependable and consistent completion; quickly acknowledges and corrects errors; is honest in all transactions; has consistent attendance and punctuality; adapts to changes; accepts and acts on constructive feedback.*



3. PROFESSIONALISM – *Standard: Daily interactions, behaviour, attitude, and communication reinforce a high level of productivity, autonomy, trust and respect for co-workers; handles potential conflict by speaking respectfully to the other person.*

4. LEARNING & INITIATIVE – *Standard: Seeks out & applies new knowledge; asks others for clarification and assistance when needed; actively determines the needs of the work place; brings forward ideas to improve performance and further the business.*

5. ANALYSIS & JUDGEMENT – *Standard: Analyses problems skillfully; uses logic and good judgment to reach solutions; seeks and offers assistance as needed; maintains privacy; shares sensitive information with appropriate parties.*

6. COMMUNICATION – *Standard: Communicates knowledge clearly, accurately and thoroughly; listens attentively, clarifies and responds thoughtfully.*

7. TEAMWORK & INTERPERSONAL SKILLS – *Standard: Co-ordinates own work with others; seeks opinions and encourages open lines of communication; values working relationships and diversity; works well with others; is reliable and can be counted on.*

8. SALES AND SERVICE ORIENTED – *Standard: Regularly seeks to provide quality service and promote value-add products, contributing to the company achieving excellent levels of sales and customer satisfaction.*