



OLD REPUBLIC SPECIALTY INSURANCE UNDERWRITERS



About Old Republic

A HISTORY OF GROWTH AND STABILITY

Old Republic traces its beginnings to 1923, although several acquired subsidiaries began operations much earlier. The company is one of America's 50 largest shareholder-owned insurance businesses.

Its subsidiaries market, underwrite, and provide risk management services for a wide variety of coverages, predominantly in the general (property and liability), mortgage, guaranty, and title insurance fields. The company is primarily a commercial lines underwriter servicing the insurance needs of a large number of organizations, including many of America's leading industrial and financial services institutions.

For employees, the Company offers an environment of success in which they can pursue personal goals of professional and economical achievement in the context of old republic's business objectives.

Company:	Old Republic Specialty Insurance Underwriters
Job Category:	Underwriting Assistant
Location:	Yardley, PA
Work Experience:	5 + years of commercial insurance experience
Education Level:	Bachelor's Degree preferred

Underwriting Assistant - Alternative Risks

Responsible for assisting the underwriters in analyzing, pricing, and processing insurance and reinsurance business.

Duties and Responsibilities:

- Gather and analyze account information including: submission, exposure and loss information, policies/contracts, financial information, etc.
- Process all documentation including new business and renewal quotes, binders, endorsements and miscellaneous items in accordance with established underwriting guidelines.
- Develop a detailed knowledge of multi-line coverage forms and assist with policy/contract issuance.
- Maintain manuals and/or other reference materials in order to process assigned work.
- Ensure accuracy and organization of files on SharePoint.
- Learn ORSIU systems and processes in order to effectively service existing business and clear new business submissions.
- Perform basic financial evaluation of select risk's balance sheets and income statements.
- In conjunction with underwriters, monitor the performance of assigned accounts.
- Work with various departments within the company, including actuarial, claims, and operations.

Qualifications:

- Multi-line property and casualty insurance knowledge
- Strong interpersonal and communication skills
- Strong analytical and mathematical skills
- Excellent attention to detail
- Team-player and a flexible, proactive team member
- Proficiency in Microsoft Office Suite (Word, Excel, Power Point)

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