**Underwriting Associate Position**

**Who We Are:**

Local Government Insurance Trust (LGIT) is a member-owned association authorized by state law, wholly owned and managed by its local government members. LGIT’s main purpose is to provide joint self-insurance programs or pools for towns, cities and counties in the State of Maryland. The concept is simple - rather than paying premiums to buy insurance from an insurance company, local governments contribute those premiums into a jointly owned fund. The money in that fund is used to pay for the members’ claims, losses, and expenses. LGIT is an equal opportunity employer. Submit resume to: jobs@lgit.org.

**The Opportunity:**

This full-time position assists the underwriter by reviewing and preparing: renewals, new business applications, endorsements, change orders, policy additions/updates, and cancellations. Other responsibilities include processing policy and schedule updates, general clerical work, rating, and written/phone contact with members. This position must have knowledge of forms, coverages, underwriting guidelines and reinsurance limits.

**What You’ll Do:**

* Assist in the underwriting, rating, pricing, and quoting of business with Underwriter supervision
* Processing new business and policy maintenance
* Review policy maintenance forms and make corrections as needed
* Respond to phone calls and emails from members
* Print, review, and disseminate policy forms related to new business, renewal policies and policy maintenance
* Data verification, integrity & accuracy
* Complete documentation and management of all accounts assigned
* Identify and meet the needs of customers by providing superior customer service
* Process coverage documents and schedules
* Coordinate and collect information on members, as requested by other departments
* Prepare and process annual premium breakdown
* Assist other departments with marketing efforts
* Assist members with ancillary coverages using LGIT’s agents/brokers
* Serve as the primary contract for LGIT’s TULIP, Commercial Crime, and Public Official Bond Policies
* Assist in preparing and conducting annual renewal workshops and training seminars
* Run reports as necessary
* Perform other duties as assigned

**What You’ll Bring**

* Associates Degree or 1-3 years industry experience or equivalent combination of education and experience
* Bachelor’s Degree in business, insurance, risk management preferred
* Basic knowledge of the underwriting process
* Working knowledge of Microsoft Office Suite – Word and Excel in particular
* Strong verbal and written, which includes the ability to effectively communicate with colleagues and insureds/members
* Ability to work accurately and independently under time constraints and meet deadlines
* Ability to prioritize and manage multiple tasks while meeting established deadlines.
* Ability to demonstrate planning and organizational skills.
* Proven team player and energetic personality.
* Excellent attention to detail
* Willingness to pursue insurance designations/certifications such as RMPE, AU, or CPCU

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee may occasionally lift up to 25 pounds. Specific vision abilities are required, which includes close vision, peripheral vision, and the ability to adjust focus.

**Salary Range:**

* $52,000 – $60,000 per year.
* Annual Bonus Available
* Annual Raises Available

**Benefits:**

* 401(K) – Employer funded after one year of employment
* 457 Plan – Self-funded
* Paid Leave
* Health Insurance
* Dental Insurance
* Vision Insurance
* Employee Assistance Program
* Flexible Spending Account
* Professional development assistance
* Tuition reimbursement

**Schedule:**

* 7.5 hour shift
* Monday to Friday