



Property/Casualty Underwriter/Account Manager

Community Association Insurance Solutions, LLC is a nationally licensed Commercial Insurance Wholesaler and Program Administrator specializing in helping Homeowners' Associations (HOAs), Condominiums (Condos), Townhomes and Planned Unit Developments (PUDs) along with offering various insurance solutions for the needs of small business owners.

The position of Underwriter/Account Manager will be directly responsible for the following:

- Review coverage applications for completeness, compliance and adherence to CAIS underwriting guidelines. Follow through with requests for missing information.
- Evaluate, classify and rate each risk to determine acceptability, coverage and pricing.
- Assess coverage and pricing recommendations generated by automated software to ensure coverage amounts are adequate and properly rated.
- Proactively solicit policy renewals 90 days in advance.
- Assist with and follow through on policy premium audit responses.
- Provide and maintain excellent customer service standards. Respond timely to questions from agents or brokers.
- Build and maintain rapport with agents, brokers and insurance carriers.
- Facilitate bind orders in a timely manner.
- Assist with key metrics, such as, new business hit ratio, renewal retention ratio, premium growth and loss ratio formulating corrective action where necessary.
- Mentor and train Assistant Underwriters as needed.

Education, Skills and Experience:

- Minimum 7-10 years of experience as a retail Account Manager servicing small to medium size accounts.
- 4-year college degree preferred but not required.
- Property & Casualty insurance license preferred.
- Knowledge of regulatory issues in underwriting
- Attention to detail. Must demonstrate accuracy and thoroughness and ability to monitor own work to ensure quality.
- Excellent Customer Service skills
- Strong team player with excellent listening, interpersonal, facilitation, written, oral and communication skills.
- Proven problem resolution and analytical skills.

- Ability to identify and resolve problems independently according to established procedures.
- Computer experience (Microsoft office Word/Excel) and ability to learn new and complex computer applications.
- Ability to multi-task, effectively prioritize and adapt quickly with minimal supervision.
- Excellent knowledge in insurance management software to rate and recommend applications.

Benefits Offered:

- Competitive salary
- Corporate level benefits (80% paid medical, dental, vision and GAP medical) as well as FSA and 401K with match, and employer sponsored LTD, 1xSalary Life Insurance, and AD&D policy.
- Hybrid work environment