



Underwriter Assistant

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an "A+" rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you desire to be a part of Federated National, please take a moment to review the position responsibilities and requirements below for the position of **Underwriter Assistant** and submit your resume to HR-Recruit@FedNat.com.

Knowledge:

- Field all incoming calls from Agents and Insured's pertaining to underwriting guidelines and procedures
- Knowledge of the processes and required documentation for:
 - a) Inspection reports
 - b) Re-inspections
 - c) Suspense
 - d) Endorsements
 - e) Cancellations
 - f) Reinstatements
 - g) Payment processing
- Asses applications and reviews underwriting guidelines and reports to assist in resolving customer issues in addition to assisting underwriter in completion of underwriting applications

Skills:

- Exceptional Interpersonal and Customer Service communication skills; written and oral
- Initiative and ability to think logically and critically
- Ability to work independently and with minimal supervision
- Strong time-management and organization skills
- Strong computer skills with a penchant to adapt easily to learning new software and procedures

Education & Experience:

- **Must have** compliant 4-40 Customer Service License or 2-20 FL Insurance License
- Minimum of 2 years homeowners underwriting or agency experience
- Some college preferred

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.