



Underwriting Data Entry

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 **Underwriting Data Entry** and submit your resume to HR-Recruit@FedNat.com.

Knowledge:

- Bridge and bind policies from CRU to PTS;
- Process:
 - a) Return mail
 - b) Mortgagee changes
 - c) Low hazard score home inspections
 - d) Finance and Insured request of cancellations
 - e) Renewal modifiers
 - f) Non-renewal
 - g) Wind mitigation endorsements and re- inspection request
 - h) Reinstatements and cancellation of insurance policies;
- Pre-Underwrite all new business applications consisting of labeling and sending out any applicable general memos for standard required documentation;
- Field calls from the mortgage company to verify basic policy information;
- Review documents and obtain data required for different phases of data entry;
- Communicate with peers and management of workflow processes;
- Follow through on missing information needed to complete file review and workflow.

Skills:

- Exceptional Interpersonal and Customer Service communication skills; written and oral;
- Initiative and ability to think analytically and critically;
- Strong time-management and organization skill;
- Strong Mathematical skills;
- Excellent Data Entry skills and/or typing skills;
- Ability to multi-task while maintaining accuracy and due diligence in performance;
- Strong computer skills with a penchant to adapt easily to learning new software and procedures.

Education & Experience:

- Minimum of 1-year experience in a fast pace data entry environment;
- Property and Casualty insurance experience a plus;
- 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.