Data Entry / Underwriter Assistant - FNU Brokerage Team

For over 20 years, FedNat, 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.

If you aspire to be the face of a dynamic organization like FedNat 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 FedNat, please take a moment to review the position responsibilities and requirements below for the position of **Data Entry / Underwriter Assistant** and submit your resume to HR-Recruit@FedNat.com.

Knowledge:
- Provide professional customer service support for all lines of business
- Review documents and obtain data required for different phases of data entry;
- Assist underwriter in completion of applications for new/renewal business.
- Communicate with peers and management of workflow processes
- Follow through on missing information needed to complete file review and workflow.
- Field calls for underwriters
- Other duties as required by management

Skills:
- Exceptional Interpersonal and Customer Service communication skills; written and oral;
- Possesses initiative and the ability to think logically and critically
- Organized with an eye for detail
- Ability to work independently in a data-driven environment
- 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;
- Insurance industry experience with Home/Auto/Umbrella policies preferred but not required
- Some college preferred.
- 4-40 license preferred

FedNat 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.