

## **Assistant Underwriter-Clerical/Professional Lines Underwriter**

### **About Us**

Excel Insurance Services, Inc. is a Commercial and Personal Lines Property and Casualty Wholesale Insurance Broker located in Hamilton, New Jersey which is currently seeking candidates to fill two positions.

### **Assistant Underwriter/Clerical**

We are seeking an Assistant Underwriter/Clerical Assistant to be part of our growing, fast paced agency. We are looking for driven candidates that have the ability to take initiative, make effective decisions, and create a conscientious and supportive work environment.

#### **Responsibilities**

The responsibilities related to this position include, but are not limited to, checking policies and endorsements for accuracy, checking certificates of insurance for accuracy and placing them into our file, processing endorsements, mailing policies and endorsements, pulling loss runs through the internet, processing inspection recommendations, back up receptionist, and assisting our underwriters with multiple tasks.

#### **Qualifications**

The ideal candidate for this position would be someone who has some clerical experience and computer knowledge. We are willing to further train and educate individuals with very little experience who are motivated to advance with our talented team. Knowledge of Imageright would be a plus, however, is not a requirement.

### **Professional Lines Underwriter**

We are seeking an experienced and motivated Professional Lines Underwriter to join our fast-paced agency. The classes of business most often placed through our Professional Lines Department are Errors and Omissions, Directors and Officers, and Employment Related Practices Liability.

#### **Responsibilities**

The Professional Lines Underwriter is responsible for all aspects of underwriting, marketing, quoting, binding and servicing both new and renewal business.

- Review insurance applications to evaluate, classify, and rate each risk to determine acceptability, coverage, and pricing.
- Provide underwriting decisions.
- Contribute to achievement of underwriting profit goals by participating in the analysis of defined geographic markets, resources and processes to recommend appropriate action plans in response to loss trends, regulatory restrictions and competitive forces.

## **Qualifications**

The ideal candidate has several years of Professional Lines experience and is committed to providing exceptional customer service. He/she must have the energy and drive to immediately deliver results and contribute to departmental objectives. The desire and ability to build agency and company relationships and facilitate the closing of deals is essential. E & S experience is preferred, but not required.

The selected candidate will demonstrate technical underwriting knowledge, awareness of our markets and the ability to hit the ground running. Excellent sales, negotiation, interpersonal and presentation skills are required along with the ability to effectively prioritize and multi-task.

Proficiency in MS Office and Windows-based systems is required. Experience with ImageRight is preferred.

## **What's in it for you?**

- Competitive salary commensurate with experience and qualifications
- Exceptional benefits package - Medical, Life Insurance, 401k
- Paid vacation, personal & sick time
- Great work environment, company culture and core values
- Opportunity to lead and make a difference. We'll help you get where you want to go!

## **Contact Us**

To apply for this position, please email your resume, cover letter and salary requirements to [jobs@excelins.com](mailto:jobs@excelins.com). To learn more about our company, please visit our Web site at [www.excelins.com](http://www.excelins.com).