



## Position Description

**Position Title:** Underwriter I

**Department:** Insurance

**Reports To:** Director, Underwriting

**Grade:** E (\$75,000 - \$90,000)

**FLSA Status:** Exempt

**Supervisory Responsibility:** No

### JOB SUMMARY

Primarily responsible for implementing the steps in the underwriting process, assisting with determining appropriate coverage, and providing service to producers and policyholders. Support researching the market, researching, and developing coverages, evaluating underwriting experience, reviewing, and revising rating plans, formulating underwriting policy, developing underwriting guides, conducting underwriting audits, and assisting with education and training.

### DUTIES & RESPONSIBILITIES (\* = ESSENTIAL FUNCTIONS)

1. \*UNDERWRITING: Use training and experience to determine what loss exposures will be insured, for what amount of insurance, at what price, and under what conditions. Present a recommendation to a more senior Underwriter for review and approval, if required. Includes evaluating loss exposures, determining underwriting alternatives, selecting underwriting alternatives, determining the appropriate premium, implementing the underwriting decision, and monitoring loss exposures.
2. \*ACCOUNT MANAGEMENT: Work on Member and/or Non-Member accounts under supervision of a more senior Underwriter. Build and maintain relationships on behalf of the company in conjunction with a more senior underwriter, serving as the initial point of contact for assigned accounts, liaising with peers and senior underwriters on account matters, anticipating the assigned account's needs, working within the company to ensure deadlines for the account are met.
3. \*MEMBER INSURANCE ADVISORY: Support the work of NEIL's Insurance Advisory Committee and/or Specialty Insurance Advisory Council. Support peers and senior underwriters in the constructive engagement of Member Company representatives on behalf of the company, supporting the development of informed consensus and recommendations to NEIL Leadership and Board of Directors.
4. \*RESEARCH & DEVELOPMENT: Assist in underwriting-related research and data analysis. Compile reports under supervision and support presentation of findings to a variety of audiences.
5. TRAINING: Maintain and enhance professional and technical knowledge through pursuit and attainment of approved and relevant professional accreditations, as well as regular attendance at approved and relevant workshops, seminars, and other industry meetings.
6. Perform other duties as assigned to foster an efficient flow of business.

*All duties to be conducted in accordance with NEIL's Core Values.*

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## QUALIFICATIONS

### *Job Knowledge*

- Familiarity with Property/Casualty insurance contracts, forms and markets
- Familiarity with highly protected and/or casualty risk management & insurance products, services and practices
- Knowledge of commercial, mutual & captive insurance company operations
- Familiarity with the nuclear and utility industry
- Knowledge of database-style recording/reporting/policy generation systems
- General knowledge of the underwriting process including causes of loss and exposures

### *Competencies/Abilities*

- Strong customer/member service orientation including verbal and written communication skills
- Strong attention to detail
- Able to work collaboratively and independently in a fast-paced environment
- Organized and able to prioritize effectively
- Able to analyze data quickly and accurately and develop related insights through critical thinking

### *Education & Experience*

- Bachelor's Degree (U.S.) or third level qualification (international) required. Prefer degree/qualification in engineering, business, risk management, or related field.
- At least one year of related experience in highly protected property and/or casualty risk management, underwriting, or brokerage required.
- Relevant advanced degrees and professional certifications and/or training preferred.

### *Physical Requirements*

- Ability to sit/stand for extended periods.
  - Ability to use the telephone requiring auditory and verbal senses.
  - Ability to use the computer for extensive lengths of time requiring finger dexterity and visual acuity.
  - Ability to travel independently periodically (<15%)
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