



Revision Date: 11/5/19
Approved by: TBD

Position Description

Position Title: Senior Underwriter	Grade: TBD
Department: Insurance	FLSA Status: Exempt
Reports To: Manager, Underwriting (Non-Core Business)	Supervisory Responsibility: YES NO X

JOB SUMMARY

Primarily responsible for implementing the steps in the underwriting process, assisting with determining appropriate coverage, and providing service to producers and policyholders. Depending on authority, supports and/or leads 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.

ESSENTIAL FUNCTIONS

1. **UNDERWRITING:** As a subject matter expert, determines what loss exposures will be insured, for what amount of insurance, at what price, and under what conditions. Includes evaluating loss exposures, determining underwriting alternatives, selecting underwriting alternatives, determining the appropriate premium, implementing the underwriting decision and monitoring loss exposures.
2. **MEMBER & NON-MEMBER ACCOUNT MANAGEMENT:** Responsible for handling assigned Member and/or Non-Member accounts. Builds and maintains relationships on behalf of the company, serves as the lead point of contact for all assigned account matters, anticipates the assigned account's needs, works within the company to ensure deadlines for the account are met.
3. **MEMBER INSURANCE ADVISORY:** Responsible for supporting the work of NEIL's Insurance Advisory Committee. Facilitates the constructive engagement of Member Company representatives on behalf of the company, supporting and/or leading the development of informed consensus and recommendations to NEIL Leadership and Board of Directors.
4. **PROFESSIONAL DEVELOPMENT:** Pursuit of attainment and/or maintenance of Chartered Property Casualty Underwriter (CPCU) accreditation. Maintenance of professional and technical knowledge through pursuit and attainment of other approved and relevant professional accreditations, as well as regular attendance at approved and relevant workshops, seminars, and other industry meetings. Pursuit of attainment and/or maintenance of Staff Underwriting Qualifications.

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	YES NO <input checked="" type="checkbox"/>

QUALIFICATIONS

Job Knowledge

Property/Casualty Insurance Contracts, Forms and Markets; Highly protected Risk Management & Insurance Products, Services and Practices; Commercial, Mutual & Captive Insurance Company Operations; Database Style Recording/Reporting/Policy Generation Systems.

Competencies/Abilities

Customer/Member Service Orientation; Attention to detail and interpersonal effectiveness; Personal accountability and initiative; Management and leadership skills; Oral and written communication skills; Planning, organization and time management skills; Ability to work independently; Risk Analysis, problem solving and decision-making skills.

Experience

5+ years of relevant experience with highly protected property and/or casualty_risk management, underwriting, brokerage or advisory. Relevant Energy, Power and/or Utility experience preferred.

Educational Requirements

Bachelor's degree with concentration in engineering, business or related sciences. Relevant advanced degrees and professional certifications and/or training experiences are desirable.

Additional Responsibilities

Other duties as assigned to foster an efficient flow of business. All duties to be conducted in accordance with NEIL's Guiding Principles.

Physical Requirements

1. Ability to sit or stand for extensive lengths of time.
2. Ability to use the telephone (*auditory and verbal senses*).
3. Ability to use the computer for extensive lengths of time (*finger dexterity and visual acuity*).
4. Regular and predictable attendance.
5. Ability to travel via plane, train or car as required in support of NEIL.