



# OLD REPUBLIC SPECIALTY INSURANCE UNDERWRITERS



- Company:** Old Republic Specialty Insurance Underwriters
- Job Category:** Underwriting Assistant
- Location:** Yardley, PA
- Work Experience:** 5+ years commercial insurance experience or;
- Education Level:** Bachelor's Degree, insurance major

## **Underwriting Assistant**

Position reports to technical Underwriting Services Manager; uses Excel pricing models to rate Alt Risks accounts and WORD to issue quotations, binders, and policies. Works with a strong team of UA's and Underwriters that work well as a team.

### **About Old Republic**

*A HISTORY OF GROWTH AND STABILITY*

Old Republic traces its beginnings to 1923, although several acquired subsidiaries began operations much earlier. The company is one of America's 50 largest shareholder-owned insurance businesses.

Its subsidiaries market, underwrite, and provide risk management services for a wide variety of coverages, predominantly in the general (property and liability), mortgage, guaranty, and title insurance fields. The company is primarily a commercial lines underwriter servicing the insurance needs of a large number of organizations, including many of America's leading industrial and financial services institutions.

For employees, the Company offers an environment of success in which they can pursue personal goals of professional and economical achievement in the context of old republic's business objectives.

### **Duties and Responsibilities**

- Clear and review submissions; work with agents and brokers to obtain required information;
- Use Excel pricing models to rate commercial casualty & property insurance accounts- excellent Excel skills required;
- Issue Quotations, Binders & Policies using WORD templates and ISO net policy forms;
- Track payments; provide statistical coding; and manage all technical support functions associated with providing quality service;
- Work closely with team of UA's & UW's to continue growing a profitable book of business.

### **Qualifications**

- Excellent attention to detail;
- Excellent Excel skills;
- Commercial Casualty and/or Property insurance knowledge or experience;
- Flexible, pro-active, ability to work independently and within a team;
- Commitment to excellence, service, and personal growth.

**CLICK TO APPLY**

