

Commercial Lines Underwriter

Insurance Brokers Incorporated (IBI) – Greater Indianapolis Area

Insurance Brokers Incorporated (IBI) is a general agency and wholesale broker that has been serving its customers for over 40 years. IBI is licensed in Indiana, Illinois, Michigan, Missouri, Ohio, Pennsylvania, Tennessee, and Colorado. IBI serves independent agents and builds solid relationships with customers while working together toward a common goal.

For additional information about IBI please refer to <https://www.goIBI.com>

The Position

IBI is seeking a Commercial Lines Underwriter to join the Commercial Lines team. The Commercial Lines Underwriter will assist with all aspects of analyzing, quoting, underwriting and servicing of Commercial Lines business that is sent to IBI from their appointed agents. IBI represents many quality carriers and the Underwriter will be working with our appointed retail agency base to quote new and renewal business, as well as service the existing book of business. The Commercial Lines Underwriter will report to the Commercial Lines Manager.

Job Duties & Responsibilities

- Review, analyze, underwrite and quote new and renewal submissions submitted to the Commercial Lines Department in a timely and accurate manner.
- Ability to work with multiple carriers and multiple lines of coverage/business related to Commercial Lines Insurance.
- Policy and Endorsement processing, including but not limited to policy issuance, endorsement issuance/processing, audits, invoicing, etc.
- Prepare in-force policies for renewal
- Willingness to learn new lines of coverage and carrier guidelines
- Build and maintain positive working relationships with all IBI appointed agencies, carriers, prospective customers and company partners.
- Complete commercial file maintenance in agency management system.
- Occasionally accompany Sales/Marketing team on appointments and Industry events as required.
- Ability to problem solve within defined parameters.
- Ability to prioritize work and meet deadlines.
- Assist in the overall success and growth of the Commercial Lines Department
- Promote and support a positive, open and inclusive organizational culture that fosters engagement and accountability.
- Provide support to other positions as required. Perform additional duties as requested.

Professional Qualifications

- Bachelor's degree in related field or Industry-specific Designation preferred
- One to Three years Commercial Lines Underwriting experience
- Demonstrated willingness to routinely expand industry knowledge required
- Valid driver's license
- Indiana Property & Casualty License or the ability to obtain a licensed within 3 months of employment
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) required

Characteristics of Ideal Candidate

- Organized and detail-oriented
- Excellent customer service skills
- Presents a friendly, positive attitude
- Exudes professionalism towards agents, carriers and clients
- Ability to multi-task in a fast-paced environment while maintaining accuracy and timeliness
- Maintain confidentiality of all information related to the organization, clients

Compensation

This position offers a competitive compensation package with opportunity for professional growth.

Qualified candidates should send their resume, cover letter and salary expectations to:

Karen Herwig ~ KBR Solutions, LLC

herwig.karen@gmail.com

No phone calls, please.