

**UNDERWRITING ANALYST**

Allied Public Risk, LLC, an exclusive underwriting manager of customized insurance products for public entities, seeks an Underwriting Analyst to join its public entity underwriting team.

The Underwriting Analyst position provides underwriting support to the Regional Underwriting Directors and the EVP of Alternative Markets.

***Responsibilities include***

* Convert underwriting submissions to file summary format
* Analyze selected underwriting data
* Conduct internet research to identify potential risk acceptability issues
* Review budget information to determine the net operating expenditures of risks
* Calculate rating bases
* Input data into the rater to establish unmodified premiums
* Rate complex accounts
* Complete loss analyses
* Accurately prepare and send binders to producers
* Accurately Issue policies and endorsements and send to producers
* Issue renewal letters
* Assess the accuracy of all formula changes to the rating models prior to implementation
* Manage the Producer Appointment process
* Maintain files for all pending, closed, cancelled and bound policies
* Maintain proficiency in all systems and processes impacting the department
* Track and communicate state changes and communicate to Underwriting team
* Assist and facilitate special projects as assigned
* Effectively interact and maintain relationships with production sources
* Actively participate in team meetings and events

***Qualifications***

* College Graduate
* 5 years in Insurance business – preferably in Public Entity segment
* Proficient in Microsoft Office Suite
* Strong mathematical skills
* Strong communication skills – written and oral
* Strong time management skills
* Must be deadline driven
* Ability to multi-task
* Ability to effectively work with all team members

***Additional Information***

The position subject to this description will require periodic extensive work hours on a weekly basis. Must be available during peak business periods (April 1 through July 15 and October 1 through December 15).

The job will also require availability during core hours (9 AM PDT to 4 PM CDT).