

Company Name Amwins Program Underwriters

Company Address 145 Maplewood Avenue, Suite 220

City Portsmouth State NH Zip 03801

Company Website www.amwins.com/apu

Company Description

Amwins Program Underwriters' Community Associations program a national program that provides package coverage for master planned communities (HOA/POAs). The Destination Resorts & Hotels program is a national insurance program providing package coverage for master planned communities.

Representative Name Diana Price

Phone (603) 334-3021 Email diana.price@amwins.com

Open Position Senior Program Underwriter (Community Associations/Destination Resorts & Hotels)

Description of Responsibilities

see next page

Required experience

see next page

Location of the position _____

City Portsmouth State NH Zip 03801

Salary Info _____

Date Available 5 / 18 / 2023

How to inquire about this position:

Apply for this position via our website: <https://www.amwins.com/who-we-are/careers/open-positions/job-description/details?gnk=job&gni=8a7883ac879c5eca0187be3bf59e7edd#details>

Send Completed Form to: Ray Scotto, Executive Director, TMPAA • Email: ray.scotto@targetmkts.com

Responsibilities

- Underwrites new and renewal program business for acceptability based on guidelines established by company and Amwins Program Underwriters: reviews applications, coverages, classifications, exposures, financial condition, loss information, and engineering reports; discusses pricing with producer, broker, or agent; quotes accounts within authority
- Works with rating department to achieve pricing, terms, and conditions
- Completes Account Summary detailing hazards, controls, coverages, terms, pricing and thought process for each account
- Submits accounts above authority to underwriting manager and/or company
- Sends out proposals
- Initiates new business development
- Serves as primary contact for agents and brokers; serves as interface between carrier and agents/brokers
- Sends out initial billing and binding acknowledgement
- Requests policies to be issued
- Orders loss control in accordance with company guidelines, reviews completed reports and takes appropriate action, if any
- Responsible for coverage changes and policy form modification, works in conjunction with company to provide modifications
- Coordinates with other department personnel: consults engineering and claims to obtain necessary information in the handling of an account
- Responds to phone calls and emails in a timely fashion
- Acts as departmental resource: mentors and answers technical and general questions from others in department
- Approves endorsements within authority and refers those outside own authority
- Completes Rate Change Reports
- Quality reviews proposals and binding acknowledgements
- Performs Quarterly Audits on peer files
- Performs other duties as assigned

Required experience

- Minimum of five years of commercial property and casualty underwriting experience.
 - Prior experience underwriting general liability or property a plus.
- Prefer carrier or MGU underwriting experience/training
- Insurance curriculum classes a plus

APPLY: <https://www.amwins.com/who-we-are/careers/open-positions/job-description/details?gnk=job&gni=8a7883ac879c5eca0187be3bf59e7edd#details>