

Underwriter

Reports to the Senior Vice President, Underwriting

Job Summary

This individual will be responsible for selection of prospective clients and be the primary marketing representative for establishing and maintaining company relationships with assigned producers. As an Underwriter, this individual will also be responsible for service on policies written and must be able to determine acceptability by investigation, analysis and research and be willing to take responsibility for underwriting decisions.

Company Profile

Alaska National Insurance Company is a multi-line commercial insurer servicing businesses in the western United States for over three decades. We provide businesses with financially secure protection from risk, supported by the highest quality in customized policyholder services. We offer career paths in Underwriting, Claims, Loss Control, Audit, Assigned Risk, Information Technology, Accounting and Administration. Alaska National is a financially "A" rated company with over 200 employees in Anchorage, Seattle, Walnut Creek, Orange County and Boise.

Alaska National Insurance Company provides a strong benefits program which includes 401(k) program, and profit sharing. We provide medical, dental, vision, life and disability insurance, as well as paid leave and holidays.

General Responsibilities

- Issuance of new and renewal business
- Provide a high level of customer service at all times in order to maintain our company's good reputation for service
- Process information quickly and accurately in order to make appropriate decisions and recommendations in a responsive and timely manner
- Investigate, analyze, interpret and process information and facts relevant to the potential risks while maintaining objectivity and underwriting profitability
- Maintain company and personal privacy and security of confidential information at all times
- Flexible to work outside of normal business hours as workload dictates
- Flexible to attend business dinners and functions occurring after normal business hours
- Flexible to travel on company business including overnights stays and outside of normal business hours

Minimum Requirements

- Five years of commercial underwriting experience
- Bachelor's Degree in Business or related field, or equivalent job experience
- Thorough knowledge of underwriting standards
- Excellent verbal and written communication skills
- Good working knowledge of MS Office, Word and Excel

Attributes

- Adept at managing an active work environment, multi-tasking, organization, and prioritizing