

# EMC Insurance Companies

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**Contact Person:** Jeanne L. Hammer, *Administrative Services Manager*

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State:: Illinois  
Zip:: 60181

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**Company Website:** <http://www.emcins.com/>

**Position Title:** Personal Lines Underwriter

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**Opportunity Location:** Oakbrook Terrace, IL

**Opportunity Start Date:** 8/31/2011 – 09/30/2011

**Preferred Skills:**

- College degree preferred or equivalent work experience of three years of personal lines underwriting experience
- Excellent organizational and communication skills
- Must possess solid judgment, the ability to make sound decisions with good attention to detail
- Coursework toward INS, API or CPCU designations preferred
- Occasional travel with an acceptable driving record per Company standards required

**Job Description:**

- Selects and maintains a profitable book of business
- Obtains information needed to properly evaluate new and renewal submissions
- Assures risks have proper coverage and documentation
- Reviews applications and endorsement requests
- Monitors and analyzes accounts to assure solid underwriting results
- Maintains high standards of professional competence
- Communicate with agents via phone, f nts with technical coverage concerns

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\*If you are interested in this position, please email your resume to [Jeanne.L.Hammer@EMCIns.com](mailto:Jeanne.L.Hammer@EMCIns.com) for consideration.