



midwest

WORKERS'
COMPENSATION
SPECIALIST

JOB PROFILE: SMALL RISK UNDERWRITER

DEPARTMENT: UNDERWRITING

REPORTS TO: VP CA SMALL RISK

STATUS: EXEMPT

REVISED: 03/15/11

REQUIREMENTS:

- College degree in Insurance or related subject required.
- Basic understanding of workers' compensation insurance and general underwriting principles.
- Working knowledge of computer programs such as Microsoft Word, Excel and Outlook.

JOB SUMMARY:

Analyze workers' compensation submissions up to \$25,000 in manual premium to determine risk acceptability. Gather information and use underwriting knowledge to make informed decisions that are in line with Midwest's underwriting philosophies. Handle underwriting and processing of all transactions, new business, renewals and endorsements. Manage a territory to meet goals and maintain work within company service standards and individual underwriting authority. Build and sustain meaningful relationships with agency partners and field personnel.

SKILL AND ABILITY PROFILE:

This individual will possess excellent analytical skill, demonstrate good judgment and be able to support decisions made. Good communication skills, both oral and written, and the ability to research and gather all necessary data to make informed decisions are essential. Basic mathematical skill is required. This individual will also display an appropriate sense of urgency relative to service standards and maintaining agency relationships.

This position is located in Springfield, IL.

Please send cover letter and resume to:

Human Resources
Midwest Insurance Company
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MIC Risk Management Services, LLC
Illinois Midwest Insurance Agency, LLC
Midwest General Insurance Agency, LLC