

Nautilus Insurance Group

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Position Title: Underwriting Operations Manager

Salary/Wage Range: 60-70K

Opportunity Location: Scottsdale, AZ

Opportunity Start Date: 01/09/2012

Description:

- Coordinates the implementation of revisions to systems or procedures supported by Underwriting Operations, including but not limited to:
 - a. Surplus Lines, Admitted and Mobile Underwriting Guides
 - b. Applications and Supplemental Applications
 - c. Policy Forms and Forms Lists
 - d. Policy Issuance Form Libraries and Library Releases
 - e. Form Mapping Rules Engine and Images
 - f. Agency Programs
- Administers rate changes in Company supported rating systems including updates to State Exception pages, rate validation process and communication of changes.
- Collaborates with Underwriting Operations Director or Officer to research and recommend new initiatives and automated solutions to be used in the administration of the Company's book of business.
- Creates specifications, testing plans and schedules for production releases; and development of proper documentation and procedures for new applications and enhancements.
- Develops and maintains procedure manuals for use in training.
- Maintains historical documentation on policy forms, underwriting guidelines and rates.

Preferred Skills:

- A minimum of 3-5 years related commercial P&C insurance underwriting/management experience and/or training; or equivalent combination of education and experience.
- Previous experience as an Underwriter or Senior Underwriter.
- A Bachelor's degree (B.A.) from a four-year college or university (preferred).
- Excess and surplus lines background (beneficial).
- The following designation(s) CPCU, AU, ASLI or completion of other insurance-related classes.
- An intermediate knowledge of computer programs in a Windows environment.

*For questions and consideration, please e-mail Kathleen Sandow at ksandow@nautilus-ins.com