

# The Sandner Group – Insurance Program Managers

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**Company Website:** [www.brokersrisk.com](http://www.brokersrisk.com)

**Position Title:** Temporary Full-time Underwriter

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**Opportunity Location:** Chicago, IL  
**Salary/Wage Range:** D.O.E.  
**Start Date:** 02/13/2012  
**End Date:** 06/15/2012

**Job Description:**

1. Oversee the day to day underwriting of new and renewal accounts within established guidelines for the Oklahoma program.
2. Review and analyze underwriting data on new and renewal accounts to determine acceptability.
3. Review coverage including, but not limited to, Property, Crime, Inland Marine, General Liability, Automobile Liability and Physical Damage, Umbrella and Workers' Compensation.
4. Obtain and assess any additional information needed to provide competitive pricing to quote coverage.
5. Review and complete initial quotes prepared by Underwriting Assistant and/or Policy Technician for accuracy.
6. Price and Rate accounts within program guidelines based on underwriting reviews and decline accounts, which do not meet guidelines.
7. Finalize quotes and review final products for accuracy.
8. Interact with Loss Control and Claims Departments to monitor activity of losses.
9. Monitor the issuance of policies/plan documents to insureds/members on a timely basis and within underwriting guidelines.
10. Responsible for status and production reports.
11. Maintain updated underwriting data in files.
12. Prepare monthly reinsurance reports.
13. Perform special projects as assigned.