

EMC Insurance Companies

Contact Person: Jeanne Hammer, Administrative Services Manager

E-mail Address: Jeanne.L.Hammer@EMCIns.com

Address: 1815 S. Meyers Rd, Suite 500
Oak Brook Terrace, IL 60181

Phone: 630-613-1030

Fax: 888-992-1380

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

Position Title: Underwriter Associate

Opportunity Location: Oak Brook Terrace, IL

Preferred Skills:

- High school diploma or equivalency required
- Two or four year college business degree
- At least four years of commercial lines experience (previous commercial lines assistant underwriter experience preferred)
- Must be detailed oriented as well as possess strong, problem-solving, organizational, and prioritizing skills
- Pursuit of IIA program in General Insurance series (INS) required, additional coursework such as AU or CPCU a plus
- Strong computer skills and working knowledge of computer systems with an accurate minimum keyboarding speed of 35 wpm necessary
- Strong data entry skills required
- Strong written and verbal communication skills with excellent customer service skills and good telephone etiquette required
- Must be able to work effectively with others, as well as independently

Position Description:

- Properly evaluate, new and renewal submissions and endorsements requests within authority
- Underwrite, classify and price accounts appropriately, prepare rating and issuing instructions

- Review and process items such as audits, reports of values on reporting forms, recommendations, valuations, motor carrier filings, and supplemental questionnaires, send form letter at the direction of underwriters
- Communicate as needed with agents to obtain information
- Provide general support to underwriting and other branch areas
- Order and/or evaluate reports such as motor vehicle reports, loss runs, financial reports and inspections, follow up to see that they are received

**Please send your resume to Jeanne.L.Hammer@EMCIns.com.*