

## **Employment Notice**

**Posting Date:** June 19, 2009

**Office Location:** Sunrise, FL

**Position:** Underwriter

**Department:** Commercial Lines

### **Job Description:**

This position analyzes and researches underwriting issues and guidelines as they relate to the application submitted for coverage, ensures adherence to underwriting rules and guidelines established by the company, and provides support to account executives, agents and customer service personnel. This position works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

### **Requirements:**

- Requires Bachelor's degree or education and training equivalent to four years of college education in business, liberal arts, and or related field.
- Requires over five years of commercial lines experience.
- Agent 2-20 license or Industry Designations such as CPCU, CIC etc. is preferred.
- Must have knowledge of Florida Insurance Statutes and Florida Department of Insurance regulations and policies.
- Must have good oral and written communication skills with the ability to compose correspondence.
- Ability to work well with others, cooperatively, professionally, and courteously.
- Work overtime as requested.

### **Work schedule:**

Monday through Friday 8:00am-5:00pm

**Individuals interested in interviewing for this position should contact Human Resources by fax 954-331-4828 or internet only [www.macneillgrouphr.com](http://www.macneillgrouphr.com).**