

NATIONAL CATHOLIC SERVICES, LLC POSITION DESCRIPTION

TITLE

Underwriting Assistant

MAJOR RESPONSIBILITY

Provides support functions for the Underwriting Department

TITLE OF SUPERVISOR

Director of Underwriting

LOCATION

Lisle, Illinois Office

PRIMARY FUNCTIONS

1. Print and save new and renewal applications (including attachments) submitted in the Portal. Thoroughly screens new and renewal submissions for accuracy of underwriting data and completeness of applications and compares to prior new business and renewal applications. Follow-up with Shareholder and/or broker for any missing information or reports.
2. Enter exposure and related data to the Policy Issuance/Underwriting System (PIUS)
3. At each renewal or for new applications received,
 - a. runs internal loss runs and loss ratio reports from RiskMaster;
 - b. print Nursing Home Compare Reports along with State Inspection Reports from Medicare.gov for each nursing home location on the risk;
 - c. obtain StoneBridge Letter;
 - d. prints out Catholic Charities program information as well as Policies and Procedures for Sexual Abuse from the Shareholders website; and
 - e. research other relevant data useful for the underwriting process.
4. Put together policy files. During this process, complete/fill-in and/or print the
 - a. Buffer Layer Worksheet;
 - b. Excess Layer Worksheet;
 - c. IRPM Justification;
 - d. Underwriting Notes;
 - e. Exposure Data;
 - f. Required Information Checklist (SM);
 - g. Nursing Home Worksheet for each location; and
 - h. Underwriting Quality Checklist

5. Issues policies on a timely manner to meet the BOG Standards which is sixty (60) days except forty-five (45) day for renewals other than 6/30 and 7/1.
Review policies for accuracy.
Issues policy revisions/amendments and any other endorsements (i.e. Additional Insured Endorsements).
Responsible for emailing policies and endorsements to the Shareholders, their respective brokers and captive manager.
Post policies, endorsements, binders, and invoices into the Portal.
6. Updates and provide BOG Policy Issuance Spreadsheet.
7. Requests and follows-up with Shareholders, their respective brokers and captive manager for underlying policies.
Spot checks the underlying policies.
8. Maintains a follow-up system for any outstanding items to complete files.
9. Compile, create and provide various underwriting reports to the Director of Underwriting when requested including
 - a. Renewal Submission Log
 - b. Shareholder Portal and Policy Data Checklist
 - c. Various reinsurance reports that show the Shareholders Account Profile which are created manually in Excel.
10. Interfaces and cooperates with Shareholders, brokers, reinsurers, and captive manager to assist them with as needed.
11. Update Shareholder Risk Profile used for the President/CEO Shareholder visit.
12. Purge files.
13. Additional duties as assigned.

POSITION REQUIREMENTS:

1. Four (4) year College degree (Bachelor of Science).
2. Experience in the Property/Casualty industry.
3. Proficient with Microsoft Excel, Word, Outlook, PowerPoint, and Adobe.
4. Ability to communicate clearly and effectively.
5. Possess analytical skills and ability to make decisions independently.
6. Ability to prioritize tasks and work under tight time constraints.
7. Strong interpersonal skills and ability to work well with clients, brokers, reinsurers, and peers in a team environment.