

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. NATIONAL CATHOLIC SERVICES, LLC

The National Catholic Risk Retention Group, Inc. (National Catholic) is a nonprofit, full-service insurance services company located in Lisle, IL. We are a licensed liability insurance company writing liability risks of the Catholic Church in 23 states. National Catholic offers a safe office environment, competitive salary, and generous benefits program. There is not a requirement to be Catholic. However, National Catholic supports Catholic values and the mission and ministries of the Catholic Church in America.

UNDERWRITING SUPPORT ADMIN

OVERVIEW

Provide administrative support to underwriting department, including maintaining underwriting files, developing broker relationships, and completing administrative tasks to expedite the underwriting process. Work with underwriters and comply with underwriting guidelines as well as company guidelines.

RESPONSIBILITIES

1. Print and save new and renewal applications.
2. Thoroughly reviews 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.
3. Enter exposure and related data to the Underwriting System.
4. For each renewal, provide internal loss runs and loss ratio reports, provide comparison reports from various websites for each applicable shareholder location.
5. Provide program information as well as Policies and Procedures for applicable coverages/risks from Shareholder website.
6. Research and provide other relevant data useful for the underwriting process
7. Prepare policy files using checklist.
8. Issue policies in a timely manner to meet the Company Standards.
9. Review policies for accuracy.
10. Issues policy revisions/amendments and any other endorsements (i.e. Additional Insured Endorsements).

11. Responsible for emailing policies and endorsements to the Shareholders, their respective brokers and captive manager.
12. Post policies, endorsements, binders, and invoices to the Portal
13. Updates and provide Board with Policy Issuance Spreadsheet
14. Requests and follows-up with Shareholders, their respective brokers and captive manager for underlying policies.
15. Spot checks the underlying policies.
16. Maintains a follow-up system for any outstanding items to complete files.
17. Compile, create and provide various underwriting reports to the Director of Underwriting when requested.
18. Interfaces and cooperates with brokers and captive manager to assist them with as needed.
19. Update Shareholder Risk Profile used for the President/CEO Shareholder visit.
20. Additional duties and projects as they arise.

Qualifications

1. Four (4) year College degree or equivalent experience.
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.