

At **Stonetrust Commercial Insurance Company**, it is our mission to be a professional and committed partner for our policyholders and agents while maintaining fair and competitive rates.

Our headquarters are in Baton Rouge, Louisiana, and we provide workers' compensation and employers' liability coverage to businesses in Louisiana and eleven other states in the southern mid-western region.

It is our goal to be the "*first choice*" workers' compensation company in all our markets.

*We are currently looking for an experienced **Underwriter-Renewal Policies** to join our team!*

The position may be filled as a Senior Renewal Underwriter depending on experience.

Position Summary:

The Renewal Underwriter will be responsible for policy renewals as well as provide support to the production underwriting team. The position requires the use of knowledge and independent judgment to ensure that policies are coded properly and priced in accordance with pricing guidelines. In addition, this position will be responsible for approximately 1,500 workers' compensation policies and will work to achieve corporate profitability, retention and new business premium and policy targets.

The position reports directly to the Underwriting Operations Manager.

Essential Functions:

- Reviews all assigned policies prior to renewal dates and ensure classifications are accurate.
- Evaluates all policy activity including loss prevention reports and audits as part of the renewal pricing analysis.
- Prices renewal business according to company underwriting and pricing guidelines and ensures standards of timeliness are met.
- Develops customer relationships with agents
- Works with agents and policyholders to resolve audit disputes and classification revisions.

- Provides excellent customer service in accordance with departmental service standards.
- Adheres to all underwriting guidelines and consistently achieves policy technical standards.
- Review and responds to loss activity for each policy in assigned territory.
- Identifies problems or potential problems with renewal policies and works with agents on appropriate resolutions.
- Reviews and responds timely to all requests for cancellation, endorsements, etc.
- Requests additional documentation necessary for the processing of renewal policies.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Prior experience in insurance underwriting type activities.
- Intermediate computer skills and knowledge of automated systems.
- Good verbal and written communications skills.
- Strong analytical skills with attention to detail.
- Knowledge of departmental regulations and policies.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted underwriting practices.
- Strong interpersonal skills.

Training and Experience/Minimum Qualifications

- Bachelor's degree
- Minimum of two years related experience in field. **3-5 years preferred.**
- High School graduate or GED with relevant experience in underwriting.
- Experience in standard underwriting practices and procedures
- Associated classes or courses and/or industry license, or designation (Agent, AU, CIC, P&C) preferred.

Working Conditions

- Normal office environment. May be filled as a remote position.
- May visit agents and attend various industry functions