



Work for a company that appreciates you!



Personal Lines Lead Underwriter

Bethlehem, Pennsylvania

Join a team that is committed to ensuring that our employees feel empowered, valued, and have opportunities for career growth and advancement. A positive work environment, competitive salaries, and an attractive benefits package explain why so many qualified professionals choose MMG Insurance.

Responsibilities (not limited to):

- Accepts, rejects, and modifies a broad spectrum of Personal Lines new business risks within Company Personal Lines underwriting philosophy and guidelines.
- Provides Personal Lines underwriting guidance and expertise to Personal Lines Intermediate Underwriters on more complex renewal transactions.
- Applying Personal Lines above-average product knowledge, provides Personal Lines underwriting review and approval for a broad spectrum of endorsements including coverage reinstatements.
- Examine Personal Lines documents as application forms, inspection reports, insurance maps, claims' files, and medical reports to determine degree of risk from such factors as applicant financial standing, age, occupation, accident experience, and value and condition of property. Recommends risk improvements, as necessary.
- Applies Personal Lines above average product knowledge including, but not limited to, Company Personal Lines underwriting guidelines and policy forms, Insurance Services Office's manuals and forms as well as knowledge of and familiarity with rating processes for all Company Personal Lines product offerings.
- Submits Personal Lines complex or unusual risks exceeding underwriter authority to Personal Lines Senior Underwriter or Underwriting Management for approval.
- Reviews Company records to determine amount of insurance in force on Personal Lines single risk or group of closely related risks, and evaluates possibility of losses due to catastrophe or excessive insurance.
- Trains Personal Lines Intermediate Underwriters on-the-job as assigned.

Qualifications:

- Bachelor's degree and 4-6 years of related experience and/or training; or equivalent combination of training and experience.
- Familiar with office productivity software such as Microsoft Word, Excel and Outlook.
- Demonstrates excellent verbal and written communication skills.
- Excellent telephone etiquette and interpersonal skills.
- Solid time management and organizational skills.
- Results driven and self-motivated.
- Understands the importance of teamwork.

Benefits offered by MMG:

MMG offers competitive benefits such as medical, dental, life insurance, employee profit-sharing, disability income protection, 401k plan, paid time off, and education financial assistance.

About MMG:

Established in 1897, MMG has a rich history of providing peace of mind to our customers. We are headquartered in Presque Isle, Maine with a regional office in Bethlehem, Pennsylvania. Operations also extend across Virginia, Vermont and New Hampshire. A firm commitment to our employees and community along with exceptional customer service to our Policyholders and Agents is our hallmark.

Please mail cover letter and current resume to:

HUMAN RESOURCES, ATTN: Recruiting, MMG Insurance Company
POB 729, Presque Isle, Maine 04769

Or email to human.resources@mmgins.com

Visit us at www.mmgins.com

or find us on Facebook at www.facebook.com/mmginsurance

