

Title: UNDERWRITER ASSISTANT

Location: Gainesville, Florida

Job Summary: The Gainesville branch office has experienced exceptional growth and as a result, we are currently seeking to attract individuals who are career-driven, motivated, and willing to demonstrate a committed work ethic in the pursuit of an exciting career with unlimited potential.

The Underwriter Assistant position is an entry level position and provides an outstanding opportunity for a recent college graduate to gain exposure to commercial lines by working closely with an Underwriter in support of their book of business. Training is provided and the attainment of a professional designation is a pre-requisite to follow the career path to Underwriter/Broker.

The primary responsibilities of this position include the following: review applications, evaluate risks, interface with agents and insurance carriers, process renewals, create proposals, cultivate relationships with agents, and assist in the development of new leads. Process documentation within databases and ImageRight system.

Requirements: Bachelor Degree - Risk Management & Insurance major preferred
Excellent organizational and time management skills
Detail oriented with the ability to make independent decisions
Ability to follow protocol with an emphasis on quality
Outgoing personality with a professional and positive attitude
Ability to multi-task in a fast-paced environment
Proficient in Microsoft Word, Excel, and Outlook

Bass Underwriters is an Equal Opportunity Employer. We offer a competitive salary, including comprehensive benefits – medical, dental, FSA, life insurance, 401(k) with company match, paid time off, paid holidays and a challenging career opportunity.

Contact: Debbie Stansel, PHR
hr@bassuw.com