



Junior Underwriting Assistant

Position Summary:

The entry level Jr. Underwriting Assistant will be responsible for providing administrative support to the Underwriting Department.

Essential Duties and Responsibilities:

- General office duties including but not limited to scanning, copying, and faxing.
- Processes mail for outgoing and handles return mail.
- Process reports, renewals, inspections, and cancellations.
- Reflect a positive attitude toward others.
- Handles confidential information with tact and discretion.
- Partner with other departments to resolve issues and address needs.
- Demonstration of creative problem solving techniques to create customer satisfaction
- Represents Orchid in the most positive manner with prospective and current clients and the communities we serve.
- Takes responsibility for living Orchid's Core values and the accomplishment of organizational objectives.
- Abides by all confidentiality and security standards as set forth by Orchid Underwriters Agency policies and procedures.

Requirements:

- Proficiency with Microsoft Office Package (Excel, Word, Outlook)
- Attention to detail, organizational, and time management skills.
- Strong verbal, analytical, and written communications.
- Mathematical aptitude and accurate data entry skills.
- Ability to organize, plan and prioritize work.
- Qualified candidate must be team-oriented in a fast paced environment.
- Ability to communicate with Supervisors or peers.
- Qualified candidate must be able to demonstrate a professional demeanor.
- Requires contact and communication with others.
- A desire to learn and work with integrity and accuracy.

Key Competencies:

- Customer/Client Focus.
- Time Management.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

Company Overview:

Orchid is a niche wholesaler, focusing on providing access to affluent personal and commercial lines coverage in both the admitted and non-admitted markets. We offer a comprehensive benefits package that includes medical, dental, and vision coverage as well as an employer-matched 401(k) plan.

If you think you have the right skills and a great attitude to match, please apply today!

Orchid Underwriters Agency, LLC. is an Equal Opportunity Employer.