



## Product Analyst

### Position Summary:

Orchid Underwriters Agency, LLC (Orchid) is currently looking for a new graduate to join our team at our downtown Tampa, Florida location. This is an excellent opportunity to learn new skills and no prior experience is required. Overall, the right fit for this role is a proactive, self-starter that is inquisitive, takes ownership, and wants to grow their personal and professional skills in a hyper-accelerated manner within a fast-paced working environment.

### Essential Duties and Responsibilities:

This position is responsible for supporting the growth and development of homeowner's insurance products. Broadly speaking, this position will assist in the development of rates, forms, and underwriting. This position will also assist in writing and reviewing business requirements for the implementation of the product once developed. Tasks include extracting and compiling data, analyzing data using Excel and Access, gathering competitive intelligence, studying industry trends and conducting market analysis, ratemaking support, preparing materials for use by regulators, monitoring product performance, and some written presentation of work completed. There will be ample opportunity to expand your skillset beyond those tasks listed.

### Requirements:

- Four-year college degree in Mathematics, Statistics, Finance, Business, Economics, or a related major.
- Proficiency with Microsoft Office Package (Excel, Word, Outlook)
- Attention to detail, organizational, and time management skills.
- Strong verbal, analytical, and written communications.
- 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.
- Some infrequent travel is required.

### 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.