



## SENIOR PERSONAL LINES UNDERWRITER

Work Location: [Remote, Jarvis](#) | Reports to: [COO](#) | Full or Part Time: [Full Time](#)

### SCOPE:

The Senior Personal Lines Underwriter is responsible for maintaining Broker/Agent relations and meeting the needs of our members. They are empowered to make decisions and support their team with complex risk. Self-management is key as the incumbent manages their own time and is responsible for their book of business.

### EDUCATION & EXPERIENCE:

- Two-year commercial or technical college program.
- Over 7 years of progressive experience.

### WHAT WILL YOU BE UP TO?

- Servicing and growing a large personal auto and residential book of business by maintaining Nova Mutual Underwriting standards and staying within the guidelines set by the reinsurer.
- Maintaining current Agent/Broker relationships with appropriately scheduled visits, check-ins, timely responses to inquiries and ensuring clients have the most up to date knowledge of product offers.
- Reviewing Agent/Broker submissions to determine acceptability, determining sufficient writing, preparing quotes and following underwriting protocols.

- Relaying Agent/Broker feedback and requests to fellow team members with a solutions-oriented mindset.
- Processing endorsements and renewal requests ensuring they stay within Nova Mutual guidelines, preparing quotations for renewals and offerings.
- Support department with difficult decisions and conversations.
- All other opportunities as discovered.

### CORE CAPABILITIES:

- You're a self-starter with a passion for accuracy, problem solving, and supporting your colleagues.
- You're an excellent communicator and possess an abundance of personal drive and integrity.
- You are a culture champion and promote Nova's values and strategic objectives throughout our community.
- You approach building and maintaining relationships with a genuine spirit.
- You love a challenge and the satisfaction that comes from achieving goals through working with a high-performing team.
- You see opportunity where others see obstacles.

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