



Agents of Change.

Underwriting Consultant

Do you enjoy working in a customer service environment?

Would you love to work with a team that is passionate about helping protect local businesses through insurance and risk mitigation?

If so, we want to hear from you!

The Connell team is growing and looking for an Underwriting Consultant to work closely with our sales producers to service and support our clients with advice on property and casualty risk management practices. Maintain the care and service of clients assigned to them and help maintain good relationships with our carriers. Process incoming documents in an organized, timely and professional manner.

Why work for the Connell Team?

Connell Insurance offers a generous array of benefits including flexible PTO, health, dental, life, vision, and disability, and a 401k plan with employer contribution. In addition, we're not the stuffy office environment of the past as we offer a fast-paced work environment with flexible schedules and every day is jeans day for our administrative staff.

Volunteer Time Off-Connell Insurance also offers 24 hours of paid time per year for community volunteer work. Connell is proud to be a part of the Branson, Springfield, and Joplin communities. Here at Connell, giving back to our community is a part of who we are!

Enrichment Bonus-Connell also offers an enrichment bonus program coupled with Volunteer Time Off. This program focuses on the work-life balance of team members by providing financial assistance for them to enjoy a vacation or life-experience. Team members can use the funds to go on a volunteer mission trip, go to the beach or mountains, or even to check off a bucket list item like skydiving!

Wellness program- For those who prefer their own gym we offer a monthly gym membership reimbursement (up to \$30 a month!)

Why work for the Connell Team?

Connell Insurance, Inc. has been supporting local business in the Southwest Missouri area for over 50 years and has offices in Branson, Springfield, and Joplin. We have nearly 50 employees which makes us one of the largest insurance agencies in the area!
Primary Functions.

This position's core responsibilities: To support the agency by providing technical support and advice on property and casualty risk management practices to clients, sales staff and administrative staff at Connell.



Serving the Midwest and Beyond!



Major Responsibilities:

- Check policies/risks for gaps in coverage
- Make sure that we are not selling lessor coverages if we move to a different carrier.
- Audit files/policies for accuracy and advise on compliance
- Meet with and develop relationships with our Carrier/Broker partners
- Keep our markets up to date on the Commercial OneNote
- Meet with larger clients to do risk assessments
- Maintain a suspense system to follow up on outstanding orders, correspondence, reports, and follow up on overdue and suspense items.
- Be familiar with and follow agency E&O guidelines
- Maintain confidentiality in all dealings with the clients as well as Agency information made available through position.
- Prioritize workload and request assistance when required
- Perform other duties as requested or assigned.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment criminal background check.

Candidate must meet the requirements of the full job description as stated throughout the duration of employment with Connell Insurance, Inc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical Demands of Underwriting Consultant

Frequent Sitting/Walking
Frequent Lifting/Carrying up to 50 pounds
Occasional Pushing/Pulling up to 50 pounds
Occasional lifting in excess of 50 pounds
Occasional Reaching Above Shoulder Level
Adequate Vision and Manual Dexterity

Work Environment of Underwriting Consultant
Intermittent physical activity including walking, standing, sitting, lifting and working with the public.

Requirements

MINIMUM JOB REQUIREMENTS

EDUCATION / LICENSURE / EXPERIENCE

Must have current Insurance license.

Risk Management degree and/or 5 years of direct underwriting experience.

KNOWLEDGE, SKILLS & ABILITIES:



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Ability to assist with claims and internal E&O procedures for the Commercial Lines. With an underwriting background and understanding technical aspects such as marketing complex accounts, coverages and claims. Ability to type 45-50 wpm, operate a computer, organize and prioritize work. Must be able to meet deadlines and operate office equipment. In addition, must have excellent communication skills, must be solution oriented and have critical thinking.