



Underwriting Assistant (PRMS)

We have the following job opportunity in our **Arlington, VA** office:

Description

The Underwriting Assistant will be part of the Professional Risk Management Services (PRMS) team, which provides medical malpractice insurance to psychiatrists for FAIRCO. Both PRMS and FAIRCO are subsidiaries of TransRe. The underwriting assistant supports the underwriters with a basic knowledge of the insurance product, skills in customer service, strong communications skills, and detail-oriented tasks. The responsibilities of this role include, but are not limited to:

- Maintaining quality underwriting and servicing standards to new and existing insureds by responding to inquiries and requests for policy amendments and changes through telephone, email, and fax correspondence.
- Assisting customers with routine problems and resolving them or referring them to other departments or supervisor
- Providing technical support to Underwriters by performing underwriting support activities associated with information follow-up, historical loss runs, certificates of insurance, and making data entries on applications for new and renewal business, as well as mid-term changes
- Supporting underwriting and policy distribution by issuing and mailing new and renewal policies and endorsements to Insureds as instructed by the underwriters
- Collaborating with team members to improve and update underwriting guidelines, procedures, and protocols, as needed
- Conducting effective and concise verbal and written communications directly with Insureds
- Ability to multitask, complete special projects as assigned, and work toward multiple deadlines simultaneously
- Performing administrative services with other business units such as finance, claims and front desk reception, as needed

Requirements

- Minimum of 3-4 years of insurance underwriting assistant experience with Medical Malpractice Liability Insurance experience being a strong plus
- Strong customer service skills
- Strong computer skills and ability to use necessary software
- Excellent verbal and written communication skills, with strong attention to detail and time management skills

Work Schedule

TransRe is supportive of an agile work schedule, which may differ based on individual roles, your local office's practices and preferences marketplace trends, and TransRe's business objectives. This position is eligible for a hybrid work schedule with 4 days in the office per week, and 1 day of the week remote.

This role is classified as salaried non-exempt under the Fair Labor Standard Act (FLSA). The incumbent will be paid for hours worked and will also be eligible to receive overtime pay.

Interested in applying for this role? Please visit our [Careers Page](#) to apply!