

Open Position: Supervisor of Underwriters

Location: Hybrid, Boston

Job Type: Full-Time

Starting Salary: \$106,800-\$160,400

Massachusetts Property Insurance Underwriting Association is seeking a Supervisor of Underwriters to join our Underwriting Department. This position is responsible for the supervision, training and direction of the Association's Underwriters. This position is also responsible for the accurate implementation of all underwriting policies and procedures. This position has final underwriting approval for all policies within its designated limits of authority.

#### JOB REQUIREMENTS:

This position requires a bachelor degree, or equivalent work experience, and five or more years of underwriting experience. The completion of related insurance courses and familiarity with state and federal laws and insurance principles is required. This position requires the ability to learn new systems and products, as they become available, as well as advancing knowledge through insurance designations or certifications. Strong supervisory and interpersonal skills, as well as the ability to exercise discretion and confidentiality in sensitive matters is essential. Strong verbal and written communication skills are needed to communicate with colleagues, clients and/or vendors and an ability to express ideas and concepts clearly is required. Must have a willingness to work as part of a team, sharing information and learning from colleagues. In addition, strong analytical skills and a high level of accuracy and attention to detail are crucial. The ability to exercise good judgement in stressful situations, as well as the ability to work independently and to prioritize responsibilities is required.

#### RESPONSIBILITIES:

1. Responsible for the planning and organizing of the Underwriters, including coordinating their development and training through internal training procedures.
2. Provide technical and administrative support to the Vice President of Underwriting, in addition to all departments within the Underwriting Division with respect to underwriting matters.
3. Responsible for the evaluation of employee performance and initiation of salary increases.
4. Maintain current knowledge and assist in the development of the Underwriting Division's workflow and activities to facilitate the efficient allocation of resources.

5. Disseminate information regarding the Association's current underwriting policies to the Underwriting staff. Disseminate information and provide training regarding the Associations' current underwriting policies, rates and rules to the underwriting staff.
6. Assist in the development of educational programs at the direction of the Senior Vice President COO/Vice President for Producers, Supervisors, Underwriters and other Association's employees, as well as inter-departmental training.
7. Review of all property inspections to determine values and insurability including the declination and amendment of coverage when necessary.
8. Review and process all cancellations, endorsements, renewals and new business submissions.
9. Provide information and guidance to the Association's producers and policyholders regarding underwriting matters. Including analyzing and responding to appeals regarding underwriting actions taken by the Association.
10. Responsible for the creation of file documentation in response to written and verbal inquiries as well as correspondence to the Association's producers and the policyholders substantiating all underwriting actions that have taken place.
11. Responsible for decision making up to assigned limits of authority. Make recommendations to management on underwriting matters in excess of that limit.
12. Participate in educational programs for the Association's producers, policyholders and the public.
13. Perform quality control on all Underwriting processes.
14. Issue policy voidances in response to denials of loss by the Claims Department.
15. Responsible for receiving and assigning subpoenas and summonses served on the Association. Assists the Association's legal counsel on underwriting matters when requested.
16. Assists in creating data, testing of system changes and implementation of rates, rules and forms related to system changes.

17. Provide direct support to the Senior Vice President COO and Vice President of Underwriting on technical matters such as those related to rates, rules and coverage.
18. Complete all assigned special projects in a timely and accurate manner.
19. All other duties and projects as assigned.

#### ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

To complete the essential functions of this position in a complete and timely fashion, the person must be able to:

- Must be able to remain in a stationary position 100% of the time.
- Needs to occasionally move about the office to access documents, office machinery, interact with team members, attend meetings, etc.
- Operate a computer and other office productivity equipment as needed to meet the requirements of this position.
- Read and create both physical and electronic documents.
- Effectively communicate with employees, customers, vendors, and other internal and/or external business partners on the telephone, in writing and in person.
- Think analytically, concentrate on assigned tasks, observe, and remember detail, and make decisions sufficient to meet the requirements of this position.
- Ability to travel as needed to meet the requirements of this position.

We offer an excellent benefits package, a matching 401(k) program, pension program, and we are conveniently located in Government Center.

For more information about Massachusetts Property Insurance, please visit our website at [www.mpiua.com](http://www.mpiua.com). Interested applicants should send resumes via e-mail. We are an Equal Opportunity Employer.