



Open Position: Field Underwriting Representative

Location: Hybrid

Job Type: Full-Time

Starting Salary: \$60,700 - \$91,400

Massachusetts Property Insurance Underwriting Association is seeking a Field Underwriting Representative to join their Underwriting Department. This position reports to the Field Inspections Supervisor and has no supervisory responsibilities.

This position is responsible for the effective evaluation of properties submitted to the FAIR Plan by means of a physical inspection of the property. This position has final underwriting approval of certain properties within its designated limits of authority.

JOB REQUIREMENTS:

This position requires an associate's degree or related experience in insurance or construction trades. Adequate working knowledge of building construction, plumbing, electrical and heating systems, and the ISO commercial rating schedule is preferred. This position requires the ability to learn new systems along with the review and entering of data with strict attention to detail. 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. Strong organizational and analytical skills in addition to a high level of accuracy are crucial. Must have a safe driving record, be able to work independently, have computer proficiency and maintain confidentiality. Prior insurance experience and knowledge of computers is necessary.

RESPONSIBILITIES:

- Effectively evaluate the insurability of properties by performing a physical inspection of the interior and exterior of the building and when required, perform replacement cost calculations.
- Organize workload upon receiving assignments. Make phone calls to set up appointments with the named insured or the designated representative.
- Upload completed inspection reports, as their appropriate priority, in a timely manner in order to conform to established turnaround times.
- Underwrite property inspections up to assigned limits of authority, to determine values and insurability.
- Reduce MPIUA loss through tracking vacant and run-down properties.
- Provide customer satisfaction through prompt, courteous service.

- Maintain a favorable public relations image through contact with producers in the employee's territory.
- Maintain and care for assigned fleet vehicle and Association's equipment.
- Keep accurate records of automobile expenses, expenses incurred on the road, and inspections completed.
- Attend meetings and seminars to remain updated in relevant technical areas and company policies and procedures.
- 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:

- Occasionally require climbing, stooping, crouching, grasping, balancing, reaching, and lifting.
- 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. Interested applicants should send resumes via e-mail.

We are an Equal Opportunity Employer. The Association will give fair and equal consideration to all applicants regardless of race, color, religion, sex, marital status, parental status, national origin, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy-related conditions, military service, veteran status, age, disability, genetic information, natural or protective hairstyle, prior psychiatric treatment, use of family and medical leave, or any other characteristic protected by relevant federal, state and local laws, except where a good faith occupational qualification applies.