

## **Professional Liability Insurance Underwriter**

Salary: \$60,000 - \$80,000 base annual salary

Type: Full-time position

Schedule: 8-hour shift, Monday through Friday

**Position Summary:** We are looking for an organized and energetic person to join our collaborative team as an **Underwriter** of professional liability insurance for lawyers.

**Qualifications:** At least one (1) year of insurance underwriting experience or three (3) years of legal experience. Excellent organizational skills to deal with large volumes of information, strong interpersonal skills and effective verbal and written communication skills to interact with policyholders, attention to detail needed for entry of policy information, ability to work with a team and independently, and strong time management skills to handle many daily deadlines.

**What We Do:** We provide professional liability insurance to North Carolina lawyers and help them manage the risks of practicing law. The underwriter's job duties include:

- Review of applications for insurance coverage, analysis of the risk for a claim, and entry of application information into the underwriting system.
- Determining pricing based upon the risk of a claim and determining appropriate endorsements for the policy to extend or exclude coverage under the policy as needed.
- Communicate with policyholders by telephone and email concerning questions about coverage under the policy, changes to their practice and coverage needs, and changes to their premium pricing.
- Collaboration within the underwriting department concerning risk analysis, pricing, policies and procedures, the online insured portal and mobile app, changes to the policy language and policy endorsements, policyholder questions, and risk management issues for alerts to insureds.
- Collaboration with the claims department about claims and lawsuits alleging legal malpractice, and trends with claims.
- Collaboration with the finance department concerning premium invoicing, payment plans, and the online payment platform.
- Process premium payments.
- Assist policyholders with the payment process and use of our web portal and mobile app.
- Prepare endorsements to policies.
- Scan documents received by mail and process policy documents for mailing.

This is not an exhaustive list of all responsibilities and duties. All personnel are required to support their fellow teammates and may be required to perform other duties outside of their normal underwriting responsibilities, as needed.

**Our Perks:** We have a hybrid work model that will allow for remote work from home two days per week after six months of employment.

The company offers a generous compensation and benefits package, including comprehensive health and dental plans, life insurance, 401(k) benefits, and paid time off (holidays, employee's birthday, vacation days, personal days, and sick days) for qualifying full-time and part-time employees.

**To Apply:** Email cover letter and resume to Hiring Manager at [HR@lawyersmutualinc.com](mailto:HR@lawyersmutualinc.com). No phone calls, please.

**About the Company:** We formed the company in 1977 in collaboration with North Carolina lawyers because there were no affordable options for professional liability coverage. We were the first mutual insurance company for lawyers. As a mutual insurance company, we are owned by our policyholders, and we are committed to serving North Carolina lawyers and the legal community. We strive to be the best at what we do, by helping each member of our team to be successful.