

Employment Notice

Posting Date: June 7, 2010

Position: Citizens Underwriter

Department: Citizens

Location: Sunrise

Job Description:

This position reviews Citizens homeowners' insurance applications from an underwriting perspective and determines eligibility of the property for homeowners' coverage based on Citizens' guidelines.

Requirements:

- Citizens underwriting experience is strongly preferred
- Must have knowledge of Florida Insurance Statutes and Florida Department of Insurance regulations and policies
- Must possess an active 2-20 or 4-40 license or ability to obtain such within time frame established by company
- Review and complete at least 80 applications per day
- Must have strong analytical skills with an attention to detail
- Must have excellent oral and written communication skills with the ability to compose correspondence
- Ability to perform basic mathematical functions required for insurance rating, computation of ratios, percentages, fractions, etc
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices
- Must be able to sit for extended periods of time and perform concentrated, high volumes of work
- Must be able to work under the stress of deadlines
- Must be able to come to work promptly and regularly
- Work overtime as requested

Work Schedule:

Monday through Friday 8:00am – 5:00pm

Individuals interested in interviewing for this position should contact Human Resources by fax 954-331-4828 or email only hr@macneillgroup.com.