



Job Title: Underwriting Assistant
Position Reports to: Director of Underwriting
Classification: Non-exempt, Full Time
Schedule: Monday through Friday

Job Summary:

The Underwriting Assistant is responsible for accurate and timely sorting of underwriting tasks and management of information by means of quality monitoring, correction and reporting of inaccuracies. The ideal candidate will demonstrate precise attention to detail, ability to follow internal procedures, and excellent verbal and written communications.

Primary Responsibilities:

- Review underwriting tasks and sort to appropriate queue following established guidelines
- Convert any paper to electronic files following established guidelines
- Review for duplicates and address according to established guidelines
- Monitor multiple queues for volumes and priority
- Handle underwriting support tasks as needed
- Process underwriting submissions at the direction of senior staff
- Other projects and duties as assigned, which can include assisting with Catastrophe Response

Qualifications:

- High School Diploma or GED
- 1-3 years of clerical experience
- Previous clerical experience in a corporate setting preferred
- Demonstrated customer service focus / superior customer service skills
- Detail-oriented and exceptionally organized
- Proven ability to take ownership of assigned responsibilities and accompanying result

Benefits:

- 401(k) with dollar-for-dollar company match up to 6%
- Medical, dental & vision
- Wellness & mental health
- Company paid Life, Short- and Long-Term Disability
- Paid time off
- Diverse, inclusive & welcoming culture
- Career development & tuition assistance



- Equal Opportunity Employer

Satisfactory completion of a post-offer drug screening and background check is a condition of employment.

Company

Southern Oak is a Florida-based insurance company specializing in personal residential property coverage with its home office in Ponte Vedra Beach, FL.