**JOB OVERVIEW AND OBJECTIVES:** The Underwriting Manager is responsible for providing a full range of underwriting support and customer service for PRM’s underwriting business units. He or she ensures complete and accurate data entry and policy processing, and that such adhere to Company, state, and federal guidelines and regulations. This individual is responsible for training and development of the underwriting team, as well as for allocating and supervising assignments amongst underwriting personnel. The Underwriting Manager also provides support to agents by responding to their questions and concerns relating to policy and regulations.

**DUTIES AND RESPONSIBILITIES:**

* Assure compliance of underwriting document handling including applications, productions reports, acreage reports, claim forms and other documents.
* Direct employees in the policy and procedures in order to maintain compliance with federal, state, and company regulations.
* Communicate with and respond to questions from agents, various Company departments, and insureds.
* Interface with Risk Management Advisors and Director of Sales to ensure smooth coordination of applications, production reports, acreage reports, claim forms and supporting documentation.
* Performs audits and provides final underwriting approval on written agreement requests.
* Maintain current industry and regulation knowledge along with making recommendations due to changes.
* Coordinate training for all staff companywide for all lines of business including MPCI, Hail, and Named Peril utilizing subject matter experts from each department.
* Manage budgeted resources by anticipating expenditures, accurately forecasting resource needs and costs.

**MINIMUM QUALIFICATIONS:**

* Minimum of 5 years of Crop Insurance experience.
* Minimum of two years supervisory experience.
* Ability to work under time constraints and meet strict deadlines.
* Effective oral and written communication skills as well as strong interpersonal skills.
* Strong organizational and time management skills.
* Laws and regulations relevant to underwriting standards, processes, and procedures
* Advanced working knowledge of crop underwriting methodologies and best practices
* Fluency with Microsoft Office package (Excel, Access, PowerPoint, Word).
* Public Speaking
* Detailed Oriented
* Able to travel as needed.

**WORK ENVIRONMENT AND HOURS:** Expected to work hours that accommodate customers, which may mean extended weekday hours and some weekend work during the primary sales season. Flexible work schedule with a general expectation of 40 hours per week Monday through Friday, varying depending on workload. Must be willing to work extended hours as needed to meet deadlines.

Any interested candidate should send their resume and cover letter to Jeff Svennes, at Jeff@precisionriskmanagement.com

**THE INFORMATION CONTAINED HEREIN IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITES, AND QUALIFICATIONS OF PERSONS PERFORMING THIS ROLE. THE QUALIFICATIONS IDENTIFIED IN THIS DOCUMENT ARE CONSIDERED GUIDELINES THAT MAY VARY FROM POSITION TO POSITION, AND NOT MINIMUM REQUIREMENTS TO PERFORM THIS ROLE.**