

# UNDERWRITING MANAGER



**DEPARTMENT:** Underwriting  
**REPORTS TO:** President  
**ON-SITE LOCATION:** Sioux Falls, SD

**To apply send your resume to:**

Jeff Svennes, President and CEO (jeff@contactprm.com) and  
Kerry Anderson, Director of Business Operations (kerry@contactprm.com)

**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. This position is on-site at our Sioux Falls, SD office.

**DUTIES AND RESPONSIBILITIES:**

- Accept, modify, or decline new and renewal business to delegated level of authority.
- Interpret and implement guidelines for the underwriting team based upon Company, state, and federal rules and regulations.
- Communicate with and respond to questions from agents, various Company departments, and insureds.
- Remain abreast of deadlines established by the Risk Management Agency and ensure that such are met.
- Utilize underwriting experience and internal resources to resolve errors and concerns in a timely manner.
- Demonstrate best practices in conformity with Company, state, and federal standards when addressing underwriting concerns, issue resolution, and training.
- Utilize the AgWorks system to process data.
- Assist with the preparation and delivery of continuing education courses for internal and external training to meet training requirements and regulations.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Located in/near Sioux Falls, SD and can work in-office full time.
- Five years' experience in crop insurance required.
- Expertise with underwriting concepts, practices and procedures in central American states.
- Experience working with Agworks underwriting software or similar programs
- Demonstrated ability to manage a team.
- Ability to work under time constraints and meet strict deadlines.
- Effective oral and written communication skills as well as strong interpersonal skills.
- Problem-solving skills necessary to adapt to a rapidly changing environment.
- Able to travel as needed.

**WORK ENVIRONMENT AND HOURS:** 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 comply with deadlines. This position will work out of PRM's Sioux Falls, South Dakota office. Occasional travel may be required.

THE INFORMATION CONTAINED HEREIN IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES, 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.