



Mt. Morris Mutual Insurance Company

N1211 County Road B
Coloma, WI 54930
Telephone: 715-228-5541
www.mtmorrisins.com

JOB DESCRIPTION

Job Title

Farm and Commercial Underwriting Manager

Reports To

Vice President of Policy Services

Employment Status

Regular Full-Time Days (Monday-Friday)

Employment Classification

Exempt Employee

Department

Policy Services

Location

Main Office in Coloma WI

Job Purpose

Lead the day to day operations of the Farm and Commercial Underwriting Department. To assume the role of Vice President of Policy Services in their absence. This person will fulfill all duties assigned to assure the underwriting department operates in an undisturbed manor while the Vice President of Policy Services is unavailable or away.

Duties and Responsibilities

The Policy Services Manager will work as an Underwriting Territory Team Leader and shall serve as support to the Vice President of Policy Services when they are unavailable or absent. Their duties including but are not limited to the following:

- Approve or reject time off for the underwriting department according to the company calendar and other functions going on in the office
- Work with Human Resources to address personnel concerns within the underwriting department with complete confidentiality
- Assist the Marketing and Agency Services Department in developing and maintain agent/agency relationships.
- Review New Business flow within the policy administration program
- Serve as contact for agents with questions or concerns regarding the underwriting department
- Contribute to department and process development
- Distribute daily incoming mail & faxes to the appropriate underwriting territory
- Assist in employee development and performance reviews
- Review and approve Loss Control Group monthly invoice
- Review and approve IIX Report processing monthly invoice
- Review and submit monthly facultative report to reinsurer

Qualifications

This individual shall have strong knowledge of company guidelines and procedures to effectively execute all duties assigned. They must possess team leading attributes and keep confidentiality at the highest priority.

Specific qualifications include:

- Organizational skills
- Proficiencies in Word, Excel and company administration program
- Ability to make decisions based on Company guidelines and goals
- Lead by example style of management
- Experience in the Insurance industry

Working Conditions

Ability to work evenings and weekends as needed in vital situations

- Travel and have the ability to attend educational functions away from the office

Direct Reports

Underwriting Territory team leaders

- Underwriters
- General Office Assistant
- Policy Processors