

UNDERWRITING SUPPORT COORDINATOR - AVIATION INSURANCE – LOS ANGELES (PASADENA), CA

About Us

America's First Name in Aviation Insurance -- Our tagline is far more than just a marketing slogan – it's literally true.

In 1928, two enterprising pilots developed the idea of offering specialized insurance to the aviation industry. Working diligently, they established USAIG, an insurance pool composed of insurers dedicated to providing expertise in aviation underwriting and claims handling. USAIG quickly became and today remains a leading insurance provider to all segments of the aviation and aerospace industry. United States Aviation Underwriters, Inc. (USAU) manages the insurance pool of member companies, United States Aircraft Insurance Group (USAIG) and underwrites on behalf of the member companies within the USAIG pool.

We are a subsidiary of General Re Corporation, a leading global reinsurer, and a member of the Berkshire Hathaway Inc. family of companies.

Position Description / Requirements

Do you have a pilot's heart and an accountant's attention to detail? If so, we'd like to hear from you! We currently offer an excellent opportunity for an Underwriting Support Coordinator to join our team of aviation insurance professionals located in our Los Angeles (Pasadena), California Branch Office.

The successful candidate will provide advanced technical aviation insurance support to the underwriting staff. Through administrative and analytical support, the Underwriting Support Coordinator performs basic underwriting functions on new and renewal business working in tandem with underwriters, however does not have authority to bind coverage or sign policies. Duties and responsibilities include but are not limited to the following:

Position Responsibilities:

- Initiate the administrative process for the generation of certificates of insurance, endorsements, policies and other insurance documents for routine as well as complex accounts.
- Review insurance applications and follow up to request and obtain missing information as necessary.
- Research issues and analyze data as necessary. Prepare reports for underwriters and managers as requested.
- Perform basic underwriting functions on simple risks, however, does not have the authority to bind coverage or sign policies.
- Obtain senior underwriter approval for insurance documents created and issued.
- Interface with branch and Home Office personnel regarding coverage issues.
- Perform other miscellaneous administrative and underwriting support duties as assigned.

Behaviors and competencies:

- Sustained level of achievement in performance of complex underwriting support functions required.
- Ability to identify data which may be non-standard with regard to underwriting guidelines and address such matters with underwriters.
- Advanced proficiency in Mainframe applications and Microsoft Office products including Word and Excel, PowerPoint and Access necessary.
- Solid math and analytical skills required.
- Good organization skills and the ability to prioritize multiple tasks which may frequently be time sensitive in nature necessary.
- Focus on providing high quality customer service required.
- Independent thinker, self-motivated and detail oriented necessary.
- Demonstrated good judgment required.
- Solid negotiation skills necessary.
- Demonstrated leadership qualities required.
- Strong track record of solid communication (oral and written), interpersonal and teamwork skills necessary.

Prior Experience

- Bachelor's Degree; aviation/insurance/business related concentration preferred.
- Prior aviation industry or insurance experience desired. Proficiency with aviation and insurance terminology, policy wording and concepts necessary.

Contact:

Please submit your resume and cover letter to Karen Rafferty at: karen.rafferty@usaig.com

It is United States Aviation Underwriters, Inc. continuing policy to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, (including childbirth or related medical conditions), religion, national origin or ancestry, age, past or present disability, marital status, liability for service in the armed forces, veterans status, citizenship, sexual orientation, gender identity or any other characteristic protected by applicable law. In addition, United States Aviation Underwriters, Inc. provides reasonable accommodation for qualified individuals with disabilities in accordance with Americans with Disabilities Act.