

## UNDERWRITER - AVIATION INSURANCE – DALLAS (ADDISON), TEXAS

### About Us

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*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 an 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

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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 Underwriter in our Dallas (Addison), Texas Branch Office. The successful candidate will review general aviation insurance proposals to evaluate, classify and rate personal, corporate or commercial programs, accept or reject applications, negotiate pricing and coverage and perform various administrative functions by engaging in and performing duties and responsibilities which include but are not limited to the following:

#### Position Responsibilities:

- Examine documents such as applications and inspection reports to analyze risk factors relating to the aircraft, factors such as applicant's use of aircraft, pilots and airports, financial standing, accident experience, and value and condition of aircraft.
- Review company records to determine amount of insurance in force on single risk or group of closely related risks, and evaluate possibility of losses due to catastrophe.
- Communicate with clients and brokers, insurance or inspection companies to obtain information, quote rates, or explain company underwriting policies.
- Design customized insurance programs based upon risk assessment.
- Decline undesirable risks based upon company designated criteria.
- Create underwriting reports utilizing word processing, spreadsheet and data base software programs.
- Initiate administrative processes such as generation of quotes, binders, invoices and insurance policies.
- Create and maintain strong internal and external client relations.
- Perform miscellaneous projects and administrative functions as assigned.

#### Position Qualifications and Experience:

- Bachelor's Degree; aviation/business related concentration preferred.
- Private pilot license with instrument rating desired. Approximately 300 plus flight hours preferred.
- One to three years aviation insurance experience preferred. Prior aviation industry experience desired.
- High quality underwriting and customer service skills required to handle complex coverage issues and challenging client relations.
- Strong knowledge of industry issues and trends required.
- Advanced analytical and mathematical proficiency preferred.
- Solid computer skills required. Microsoft Office Word, Excel, PowerPoint and Access desired.
- Excellent interpersonal skills and ability to handle challenging client relations necessary.
- Strong communication skills including solid presentation skills required.
- Solid negotiation skills and ability to exercise sound judgment and decision making necessary.
- Independent thinker possessing self motivation, detail orientation, solid organization skills and ability to prioritize projects and work assignments needed.
- Ability to work well under time constraints and meet deadlines required.
- Ability to work well in a team environment and collaborate with internal and external business partners to ensure timely and appropriate management of service issues needed.
- Attainment of insurance agent's license and continuing education requirements for license renewal necessary.
- Ability to work from the Company's physical office location needed.
- Flexibility to travel (some overnight travel); sometimes with short notice required.
- Willingness to take professional development, insurance and aviation related courses necessary.

#### Salary Range:

\$48,000 - \$90,000

*The annual base salary range posted represents a broad range of salaries around the U.S. and is subject to many factors including but not limited to credentials, education, experience, geographic location, job responsibilities, performance, skills and/or training.*

#### Contact:

Please submit your resume with cover letter to Karen Rafferty at [karen.rafferty@usaig.com](mailto:karen.rafferty@usaig.com)

*At USAU and CAIM, we celebrate diversity and are committed to creating an inclusive environment for all employees. It is USAU and CAIM's 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, USAU and CAIM. Provide reasonable accommodation for qualified individuals with disabilities in accordance with Americans with Disabilities Act and applicable Canadian law.*