

Job Description: Underwriter & Project Support Specialist

This is a dual-role position that combines responsibilities for evaluating and assessing risks related to personal insurance policies while providing project support for the office.

More information about the Iowa FAIR Plan can be found at www.iowafairplan.com.

Key Responsibilities

Underwriting

- Evaluate applications for personal insurance policies to determine risk factors.
- Issue and renew personal lines insurance policies.
- Modify existing policies based on changes in risk or client needs.
- Maintain accurate records of underwriting decisions, policy changes, and office operations.

Project Support Specialist

- Assist with daily office operations.
- Prepare invoices and process payments.
- Assist with special projects to maintain compliance with industry best practices.
- Ensure compliance with company policies and industry regulations.
- Prepare and submit reports to senior management as required.

Qualifications

Education and Experience

- Minimum of three years of experience in an insurance agency, mutual insurer, or large carrier.
- An Iowa personal lines or full P&C insurance license is a plus.
- Course work completed for professional designations is a plus.

Skills

- Proficiency in insurance software systems and Microsoft Office applications.
- Strong organizational and multitasking abilities.
- Ability to work independently and as part of a team.

Compensation

Working Conditions

- Full-time exempt position, typically Monday through Friday.
- Calm office environment with occasional travel for training or meetings.
- Hybrid remote/office opportunities after an initial on-boarding period.

Benefits

- Competitive salary with a range of \$55,000 to \$80,000.
- Wellmark medical and dental
- Short & long-term disability, life insurance, and vision insurance.
- 401k with a 5% safe harbor contribution.

Interested candidates can submit their resume and cover letter outlining their qualifications and experience to careers@iowafairplan.com.