

Processor & Underwriter

Lincoln County Farmers Mutual Insurance Company is seeking an Insurance Processing Clerk & Underwriter.

The ideal candidate for this position is proficient with computers, has a background in insurance, capable of multi-tasking, and has excellent communication skills.

Duties and Responsibilities

- Review insurance applications for accuracy and completion
- Process applications for new business, changes, reinstatement of, cancellation of insurance policies.
- Enter all policy information into the computer and data system
- Scan, and file to appropriate electronic folders
- Process monthly billings
- Correspond with all agents on underwriting guidelines
- Approve/decline new or current business based on underwriting guidelines for each policy type
- Process payments
- Assist clients and walk-in customers

Qualifications and Skills

- Proficient computer and internet skills
- Excellent organizational skills
- Detail oriented and works well with other in an office environment
- Exceptional communication skills
- Dedicated to completing projects in a timely manner
- Reliable, friendly, and approachable
- Presentable
- Working experience in an office setting
- Ability to multi-task, organize and prioritize work