

**Gorst & Compass Insurance** is seeking an Assistant Underwriter for its growing team. This is an entry level role providing opportunities for a rewarding career path. Prior insurance experience is not required.

**About Gorst & Compass:**

Since 1968 we have dedicated ourselves to becoming a full-service wholesale brokerage organization focused on mutually beneficial relationships with our agents and companies. We pride ourselves on being easy to work with and providing knowledgeable and timely service.

At Gorst & Compass we provide our employees with rewarding career opportunities. A chance to be challenged and build long lasting relationships within a dynamic industry. We offer a positive environment that promotes collaboration and teamwork throughout the organization.

**Summary of Essential Responsibilities:** Other duties may be assigned.

- Provide support for servicing a book of business under assigned Underwriter.
- Review and log insurance applications, prepare binders, and process policies and endorsements.
- Bind risks, post the invoice and process technical data.
- Review renewal applications and send renewal quotes.
- Order and follow up on inspections. Handle referrals as needed.
- Evaluate indications, quotes, binders, submissions and policies for completeness and accuracy including policy forms.
- Assist with business development to support the sales and production process.
- Become familiar with agency management system.
- Support management of external relationships including agents and carriers.
- Conduct routine tasks as needed to support Underwriters.

**Qualifications:**

- Bachelor's degree or equivalent combination of education and experience.
- Insurance knowledge a plus, but not required.
- Strong sales and marketing skills, business acumen, and ability to negotiate required.
- Computer skills including Microsoft Office proficiency (Word, Excel, Outlook).
- Strong written and verbal communication skills. Must be detail oriented and organized.
- High-level of motivation and ability to prioritize, willingness to take on challenges, and interest in continual professional development.

**Compensation and Benefits:**

- Competitive base compensation
- Health, dental, and vision benefits
- 401K with employer match
- Paid Time Off
- Employer paid continuing education courses and designations
- Career growth and advancement opportunities