



## **Commercial Renewal Underwriter**

If you like helping others and are a customer service all-star, Concorde General Agency might have the perfect career for you! We are currently looking to fill a Renewal Underwriter position on our Commercial E&S team.

At Concorde, our underwriters are more than risk evaluators, they are relationship builders, strategic thinkers, and trusted partners to our agents. As a Renewal Underwriter, you'll help drive profitable growth by assessing new and renewal business, collaborating with our sales team, and providing top-tier service to our agency partners.

### **What You'll Do**

- Review and evaluate incoming applications to determine eligibility and appropriate program placement
- Partner with agents to develop accounts and educate them on program guidelines
- Underwrite risks by analyzing exposures, loss history, and carrier appetite
- Respond to agent inquiries and proactively follow up on open items
- Collaborate with Territory Sales Managers to strengthen agency relationships
- Make outbound calls to generate new business opportunities
- Stay current on program changes, internal processes, and market intel
- Maintain accurate documentation and manage multiple projects simultaneously

### **What You Bring**

- 1–2 years of insurance industry and/or underwriting experience
- Bachelor's degree preferred—or an equivalent combination of experience and education
- Exceptional communication, organization, and decision-making skills
- Confidence to work independently and prioritize competing deadlines
- A collaborative mindset and desire to grow within a high-performing team

### **Tech You'll Use**

Microsoft Office 365 | ALIS | Policy Viewer | Company Rating Portals

### **Perks & Benefits**

- Competitive salary with bonus eligibility
- Flexible work arrangements including remote opportunities
- Professional development and certification support
- Supportive, values-based culture

**Ready to Apply?**

If you're detail-oriented, motivated, and excited to support agents with innovative solutions and top-tier service, we want to hear from you!

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*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*