



A Commitment to Stability

Palomar Specialty Insurance Company

Palomar Specialty Insurance Company provides specialty property insurance solutions for personal and commercial customers. Headquartered in La Jolla, California, the company was founded in 2014 by a group of insurance veterans who recognized a need for customized options in the property catastrophe insurance market nationwide. By offering earthquake, hurricane and flood focused products through an exclusive network of agents, brokers, wholesalers and program administrators, Palomar Specialty ensures its policyholders receive specialized service for catastrophe protection.

Palomar Specialty is a growing insurance provider that is building an extraordinary business around an exceptional team of employees. As a result, Palomar Specialty is hiring at all levels of the organization and is seeking both experienced insurance professionals and recent college graduates who are up to the challenge of helping build a modern and differentiated insurance business. If you would thrive in a dynamic work environment where your contributions will be recognized and rewarded, Palomar Specialty would like to talk to you about joining this collaborative and hard-working team.

Please send your resume with salary requirements to: hr@palomarspecialty.com

For more information about the company, visit www.palomarspecialty.com. No phone calls or agency solicitation please.

Palomar Specialty Insurance Company is an Equal Opportunity Employer.

Palomar Specialty is currently seeking to fill the following position in its beautiful La Jolla office:

Underwriting Support Job Position Description:

Palomar Specialty is seeking Temporary (with option for Full Time hire) Underwriting Support for its La Jolla office. Reporting to an Underwriter and responsible for clerical and systems support, including but not limited to, data entry, account clearance, obtaining additional information from agents/brokers, gathering risk info, and other administrative support from initial submission through policy issuance and renewal). Provides support within established process workflows and guidelines that are responsive to marketing, underwriting, retention, and service goals. Assures all related support activities are completed in an accurate, professional, and consistent manner aligned with customer service focus and department core values.

Requirements:

- ◆ High school diploma or equivalent
- ◆ Minimum of 2 years work experience, with insurance industry experience preferred
- ◆ Demonstrated proficiency in Microsoft Office including Excel, Word, Outlook, and PowerPoint
- ◆ Excellent communication skills, both verbal and written
- ◆ Professional, analytical, and adaptable attitude
- ◆ Ability to organize, self-prioritize, and be a self-starter in a fast-paced environment with demanding internal and external deadlines



Other Major Competencies:

- ◆ Initiative
- ◆ Teamwork
- ◆ Flexibility
- ◆ Technical Knowledge/Expertise
- ◆ Results Driven
- ◆ Organization & Attention to Detail
- ◆ Customer Service Oriented

Responsibilities include (but are not limited to):

- ◆ Create marketplace identity through communication, training and planned activities
- ◆ Data entry, clearance, and pre-underwriting new business and renewal accounts
- ◆ Update and maintain account documentation including accuracy and organization of files and information systems
- ◆ Correspondence with brokers and agents to obtain additional account information or relay account status
- ◆ Assistance with production reports
- ◆ Assist Underwriters and other internal departments with general clerical duties as needed

Salary:

Competitive salary that is commensurate with individual experience.

Benefits and Compensation:

Palomar Specialty Insurance Company offers competitive benefits to regular full-time employees. Benefits include salaries, ongoing professional development and a comprehensive benefits package, including: Medical, Dental, Vision, Company-paid Life and AD&D Insurance, Company-Paid Long-Term Disability benefits, 401(k) Retirement Savings Plan (with company matching), Paid Time Off, Paid Holidays and Paid Parking.