

## **JOB DESCRIPTION**

### **SSIU – Data Entry Specialist**

South Shore Insurance Underwriters is currently seeking to fill the position of Data Entry Specialist within our Inspections Department. SSIU operates a Gulf Coast owned and operated MGA (Managing General Agent) which provides property and casualty insurance agents with the best excess and surplus lines products available across coastal Alabama, Mississippi, Florida and South Carolina – with immediate plans for expansion.

The candidate for this position should be team oriented, but a self-starter, and present themselves with integrity and professionalism, be a clear communicator with a customer-focused orientation. Business knowledge, critical thinking skills and understanding of professional office environments are paramount to this position. This candidate will be willing to learn new skills quickly and thoroughly with the goal of advancement and both personal and professional growth. Dependability and initiative are key focuses of the strong candidate.

Hours: Full time (40 hours per week); Monday through Friday, 8 am to 5 pm CT.

Location: Foley, Alabama based Corporate office, or Daphne, Alabama based Satellite office

Training: All training will occur in a paid, full-time work environment with specific goals set during the training period. Employment will begin with a 90-day trial period.

Benefits: Salary DOE with full benefits package available including health insurance, paid holidays and leave

Department: Underwriting / Operations

Reports to: Inspections Manager / Operations Director

**The duties and responsibilities of this job are subject to change and employees will be required to perform the new duties and responsibilities.**

#### **Purpose**

Responsible for receiving and verifying underwriting inspections received from inspection vendors, including reviewing, filing and data entry, as well as managing discrepancies within the report. This position relies on sensible judgement and meticulous attention to detail. The inspection coordinator must ensure that accurate information is collected and entered into the company management system for reporting purposes.

#### **Responsibilities / Duties**

Inspection Review and Processing Functions, including but not limited to:

- Reviews New Business and Renewal insurance inspection reports enters inspection data into the company management system; gather necessary information and make decisions regarding risk acceptability due to underwriting criteria or discrepancies found within the report.
- Communicate with Inspection Team regarding risk acceptance, declination or modifications
- Complete monthly renewal reviews, while reviewing past years inspection report.
- Liaison between agency and inspection company for scheduling and compliance purposes.
- Is accountable for the accuracy of electronic records of inspections.
- Provides prompt, informative and courteous customer service to property owners and agents responding to inquiries and requests. Uses initiative to identify instances when owners, agents and staff should be alerted to developments.
- Completes other tasks and office duties as assigned

*Performs other duties as assigned (no more than 5% of duties)*

#### **Education**

Bachelors Degree preferred, Relevant Work Experience may substitute for degree requirement. High School Diploma required.

**Qualifications / Required Experience**

- Minimum 3 years electronic Data Entry experience, including excellent typing proficiency
- Proficient and experienced with PC and all Microsoft Office programs
- Verifiable employment history and positive references to such
- Ability to communicate clearly and effectively both orally and in writing
- Customer service skills including ability to display professional courtesy

**Knowledge, Skills & Abilities**

- Ability to work independently within project time lines, while effectively communicating with team members.
- Should be flexible and able to switch quickly from one project to another when dictated by business need.
- A willingness to put forth additional effort when critical projects arise as well as availability to communicate with people in different time zones are important. A positive, "can-do" attitude is expected.
- Selects appropriate means of communication; questions to seek clarification and understanding.
- Maintains confidentiality.
- Listens actively to others; conveys appropriate information to others.
- Scope – work on problems of complex scope where analysis of situations or data requires in-depth evaluation of various factors.
- Accountability – under minimal supervision, makes sound professional decisions.

**Physical Requirements**

To perform this job successfully, an individual must possess the physical ability to perform each essential function satisfactorily. Specific abilities include:

- Ability to sit for extended periods of time
- Ability to use fingers and hands repetitively
- Ability to look at and read computer monitors for extended periods

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions as defined per Company policy

**EEOC Statement**

South Shore Insurance Companies provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SSIU, LLC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. 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.

South Shore Insurance Companies expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of South Shore Insurance Companies employees to perform their job duties may result in discipline up to and including discharge.

**To Apply**

Send resume and supporting documents to [mindy@ssiuw.com](mailto:mindy@ssiuw.com) or fax to 251.923.4486. A copy of the SSI Companies' Team Member Handbook will be supplied to candidates. All employees are expected to support **South Shore Insurance Companies Values** by performing their jobs in a manner that is **Ethical, Respectful, High Performing, Forward Looking, and a Responsible Partner.**

***I acknowledge that this profile accurately reflects the primary duties and responsibilities required of this job.***

Approve by: Norton, Anne – Inspections Manager  
Supv Name (Last Name, First Name)

Effective Date: December 5, 2018

Approve by: Dees, Melinda – Operations Director  
HR Advisor / Manager (Last Name, First Name)

Review By Date: December 5, 2018