**Underwriting Representative**

Colorado Intergovernmental Risk Sharing Agency (CIRSA) has an opening for an **Underwriting Representative** in our home office located in Denver, Colorado. CIRSA is the municipal insurance pool of Colorado providing property/liability and workers’ compensation coverages and services to communities across the state. Underwriting Representatives are a critical part of our customer service team.

Under the direction of the Underwriting Manager, Underwriting Representatives are responsible for interpreting coverage to respond to customer questions or inquiries regarding coverage; reviewing and approving applications; reviewing, interpreting, and revising contract language; coordinating renewal placement of optional coverage programs; preparing and processing correspondence, reports, billings and procedural files; reviewing, processing and binding coverage; providing information to other departments, brokers, or insurance companies; and, providing on-site assistance to existing and prospective members.

**Why you want to work here:**

At CIRSA, we recognize that our outstanding staff is the backbone of our organization. With that in mind, we have designed a valuable, comprehensive benefits package to meet the needs of our employees and their families. Current benefits include:

* Flexible work arrangements including work from home options
* 401(a) match of 10 percent
* 28.5 days of PTO & 13 paid holidays per year
* Medical, Dental, and Vision Insurance – high deductible health plans for individuals and families/domestic partnerships
* Fully funded Health Savings Account
* Voluntary 457(b) Deferred Compensation Plan
* Cafeteria Plan for dental, vision, and dependent care
* Short- and Long-Term Disability
* Life Insurance and AD&D
* Tuition Reimbursement
* Approved professional development & certification support, assistance, and maintenance
* Wellness Program including an onsite fitness center
* Employee Assistance Program
* Bereavement Leave

**Position Hiring Range:**

The salary range for the position is $54,400 - $81,600 annually, depending on qualifications.

**You’ll thrive in this position if you:**

* Are committed to providing superior customer service and maintaining excellent customer relations
* Are skilled in ISO property and liability coverages
* Excel in both written and verbal communication
* Are Proficient in Microsoft Word and Excel
* Possess the ability to multi-task while being extremely detail oriented.

**What You Bring to CIRSA:**

* A high school diploma or equivalent, and at least two years of commercial insurance underwriting experience
* A valid driver’s license, as some travel may be required.

**About the Organization:**

CIRSA is an insurance pool that specializes in providing property/liability and workers’ compensation coverages and services for municipalities and affiliated public entities across the state. For more information on CIRSA, please visit [www.cirsa.org](http://www.cirsa.org).

*No phone calls, please. CIRSA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, ancestry, age, sex, disability, genetic information, sexual orientation, gender identity, gender expression, military status or any other status protected by law.*

To apply, please email your resume to applicant.underwriting@cirsa.org. Applicants selected for further consideration will be required to submit a completed CIRSA job application.