

Policy Administrator (Underwriting Analyst)

Remote – Washington, Oregon, California or Nevada-based

Location: Remote (Oregon, Washington, California, or Nevada only)

Schedule: Full-Time

Industry: Property & Casualty Insurance / Affordable Housing

Starting Salary: \$60,291- \$84,407

Join a Mission-Driven Insurance Organization

Housing Authorities Risk Retention Pool (HARRP) provides property and casualty insurance and risk management solutions for affordable housing providers, nonprofits, and public entities. We are seeking a highly organized and detail-oriented Policy Administrator to support underwriting, policy administration, renewals, and member service operations.

This is an excellent opportunity for an insurance professional who enjoys working independently, managing complex administrative processes, and providing exceptional customer service in a collaborative, mission-focused environment.

What You'll Do

As the Policy Administrator, you will play a critical role in ensuring the timely and accurate processing of insurance policies, renewals, endorsements, and member documentation.

Key responsibilities include:

- Process new business submissions, policy renewals, endorsements, and underwriting documentation
- Coordinate policy issuance and reinsurance documentation
- Maintain policy records, risk inventories, and insurance databases
- Prepare certificates of insurance and additional insured endorsements
- Respond to member inquiries and provide exceptional customer service
- Support policyholders with insurance-related questions and coverage information
- Assist members with RMIS (Risk Management Information System) support and troubleshooting

- Track and follow up on policy-related documentation and requirements
- Generate reports and monitor outstanding invoices
- Maintain organized records for audit and compliance purposes
- Collaborate with team members to ensure accuracy, efficiency, and continuous improvement

What We're Looking For

Required Qualifications

- Associate's degree or equivalent combination of education and relevant experience
- 3–5 years of administrative experience in a property and casualty insurance environment
- Working knowledge of property and casualty insurance coverages, policies, and terminology
- Strong attention to detail and commitment to accuracy
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Strong organizational and problem-solving skills
- Ability to work independently in a remote environment with minimal supervision
- Valid driver's license and proof of insurability for traveling to meetings.
- Candidates must reside in Oregon, Washington, California, or Nevada at the time of application and throughout employment.
- Ability to work remotely from a dedicated home office while maintaining a professional and secure work environment.

Preferred Qualifications

- Bachelor's degree
- AINS (Associate in Insurance) designation

Candidates who do not currently possess the AINS designation must obtain it within 12 months of hire.

Technology & Tools

Experience with the following is helpful:

- Microsoft Office Suite
- Insurance administration systems
- Risk Management Information Systems (RMIS)
- Database management and reporting tools

Work Environment & Location

This position is primarily remote. Occasional in-person meetings may be required. Employees must maintain a remote workspace that complies with the organization's Remote Work Policy.

Why Join Us?

- Remote work flexibility
- Collaborative and supportive team environment
- Opportunity to grow your insurance expertise
- Meaningful work supporting affordable housing and nonprofit organizations
- Benefits include medical, dental, vision, retirement plan, paid time off, paid holidays, professional development opportunities, and other employer-sponsored benefits.

We value professionalism, responsiveness, teamwork, and a commitment to exceptional service. If you're an organized insurance professional who enjoys working behind the scenes to ensure accuracy and excellent member support, we'd love to hear from you.

Please note: Due to business and compliance requirements, only candidates currently residing in Oregon, Washington, California, or Nevada will be considered for this position.

HARRP is an Equal Opportunity Employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status.

In order to apply, please provide your resume to erin@harrp.com.