



Program Risk Specialists, a division of Genesee General Agency, in Alpharetta, GA has an exciting opportunity to join a newly formed program administration team. If you have an inquisitive mind and a desire for ongoing professional development and career growth, then this could be the opportunity for you.

Program Risk Analyst

In this role, you will serve both internal and external customers by providing underwriting support and customer service. We may consider full or partial telecommuting for the right candidate but you must be able to commute to the Alpharetta office for meetings as required.

Primary Duties

- Initial entry, pre-qualification and rating of submissions from producers into system
- Order additional reports /inspections required for underwriting purposes – MVRs, D&B, etc
- Prepare binders, issue policies and initiate post-issuance activities
- Handle incoming requests for endorsements, certificates, etc.
- Coordinate reporting of claims and request of loss runs with carrier partners
- **Provide world-class customer service.**
- Other duties as needed.

Knowledge, Education and Experience Requirements

- 3 years commercial insurance experience required, surplus lines preferred
- Understanding of commercial underwriting terms and concepts
- Insurance professional certifications such as AU, ARM, CISR, etc highly desired
- College degree a plus

How to Apply

Interested candidates should submit resume, cover letter and salary requirement to cbourg@programrisks.com