



# OLD REPUBLIC SPECIALTY INSURANCE UNDERWRITERS



## About Old Republic

### A HISTORY OF GROWTH AND STABILITY

Old Republic traces its beginnings to 1923, although several acquired subsidiaries began operations much earlier. The company is one of America's 50 largest shareholder-owned insurance businesses.

Its subsidiaries market, underwrite, and provide risk management services for a wide variety of coverages, predominantly in the general (property and liability), mortgage, guaranty, and title insurance fields. The Company is primarily a commercial lines underwriter servicing the insurance needs of a large number of organizations, including many of America's leading industrial and financial services institutions.

For employees, the Company offers an environment of success in which they can pursue personal goals of professional and economical achievement in the context of Old Republic's business objectives.

**Company:** Old Republic Specialty Insurance Underwriters, Inc.  
**Job Category:** Property & Casualty Insurance Operations  
**Location:** Yardley, PA  
**Work Experience:** 3+ years' experience with systems processing in a Property/Casualty insurance related company  
**Education Level:** Bachelor's Degree or equivalent experience

## **Insurance Processing Coordinator**

In support of ORSIU Operations, the position is responsible for coordinating and training activities related to the processing of premium and claims transactions. The position works to improve the operational efficiency and effectiveness of the systems and procedures. The position utilizes knowledge and experience of premium and claims transactions to provide training and technical support of systems and procedures. A primary function of this position is to assure incoming work is controlled, processed, and balanced in a manner that meets quality standards and complies with corporate financial reporting cycles.

### **Duties and Responsibilities:**

- Coordinate and train staff on the handling of incoming premium and claims transactions.
- Develop and maintain procedures and data entry guides.
- Organize, control, and assign work for processing, including being able to account for receipt and completion of work assigned as well as meeting monthly corporate financial cycle completion dates.
- Validate the financial balancing of completed work to assure compliance with established work standards.
- Coordinate and communicate to management weekly on processing status.
- Create monthly financial close balancing packages and obtain management approvals per established guidelines.
- Identify, research, and resolve processing issues that occur with systems or procedures.
- Assist management with getting processing setup for new programs where required.
- Demonstrate commitment to Company's Code of Business Conduct and Ethics, and apply knowledge of compliance policies and procedures, standards, and laws applicable to job responsibilities in the performance of work

### **Qualifications:**

- Ability to coordinate multiple work assignments and meet deadlines.
- Strong organizational skills, attention to detail and a high degree of work accuracy.
- Ability to complete tasks within required timelines with minimal direct supervision.
- 3+ years of experience with using systems and being involved in transaction processing in a Property/Casualty Insurance related company.
- An understanding of commercial lines Property/Casualty Insurance coverage.
- Good written and communication skills. Strong interpersonal skills and experience coordinating work with others.
- Strong analytical and problem solving skills.
- Proficient in Microsoft Office applications (Excel, Word, Power Point), Knowledge of Microsoft Access a plus.
- Bachelor's degree or equivalent work experience.

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