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Company Profile

Southern Wealth Management, LLP is an investment advisory firm serving families of wealth. We were established in 2005 and are headquartered in San Antonio, Texas with additional offices located in Dallas, Texas and New Orleans, Louisiana.

Position

Associate, Underwriter – Risk Management team

Job Description

Our company is looking for a qualified **Associate, Underwriter** who will coordinate and manage all aspects of underwriting through policy delivery. The Associate of Underwriting will serve as the primary liaison with carriers, medical institutions, clients and their advisors to facilitate the medical and financial aspects of the underwriting process. **Must be a professional who understands the responsibility of dealing with sensitive and confidential data.** Excellent organizational skills and accuracy are important qualifications for this position. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Education & Experience Requirements

- 4-year college degree.
- Some experience working in a corporate environment.
- Proficient using the Microsoft Office suite particularly Excel, Outlook, and Word.

Job Responsibilities

- Develop and manage an underwriting process, which is consistent with firm's mission to provide efficient, effective, and proactive service to clients. This will include:
 - Adopt a workflow system, which will result in timely issue of all new business.
 - Uphold current underwriting requirements for each carrier.
 - Maintain a forms' manual, which illustrates sample forms required for various carrier submissions.
 - Create a manual for carrier/medical strengths' guidelines.
 - Establish a process to keep clients abreast of underwriting status.
 - Devise a process for periodic follow up with carriers for underwriting status.
- Develop an advanced understanding of carrier products and life illustration systems.
- Act as primary liaison with clients and their advisors in the underwriting process.
- Schedule medical examinations.



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Job Responsibilities (Cont.)

- Gather financial data from client or client's financial advisors to justify the amount of insurance at risk.
- Screen medical data for assessment of risk.
- Review applications and policies for accuracy.
- Negotiate with carriers, as needed, to obtain best possible underwriting.
- Communicate with client on a regular basis regarding status of underwriting.
- Compose correspondence for transmittal of amendments to clients.
- Prepare policy delivery information for direct mail or delivery by Marketer.
- Facilitate smooth transition of client from underwriting to service by delivering assold illustrations and other pertinent information to Director, Client Administration.
- Contribute as a team member in special projects.
- Participate in industry meetings for the purpose of continuing education and/or obtaining industry designations.
- Skilled at designing and implementing new methods and procedures.
- Knowledge of underwriting concepts and life, disability, and long-term care insurance products.
- Understanding of medical terminology and risk factors.
- Strong negotiation and decision-making skills.
- Extensive work with various insurance forms and medical records.
- Obtain and maintain state insurance licenses and carrier licenses for firm and individual Marketers.
- Follow up with carriers on a consistent basis for underwriting status.
- Order attending physician's statements and inspection reports.
- Track Attending Physician Statements (APS) reimbursement.
- Update new business status report daily and distribute to Marketers on a weekly basis.
- Track delivery requirements to ensure that the insurance coverage is in force.
- Prepare invoices and/or reconciliation for initial premium.
- Photocopy and file policies.
- Follow up for receipt of commissions and maintain commission-tracking report.
- Track production credits for association membership, such as MDRT, TOT.
- Monitor inventory of new business forms and supplies.



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Must have Attributes/Attitude/Aptitude

- Self-starter that desires to take initiative.
- Results and detailed oriented.
- Ability to work well on a team or autonomously.
- Sound supervisory and management skills.
- Excellent interpersonal skills.
- Strong verbal and written communication skills.

Physical Requirements

- Must be able to sit or stand for 8 – 10 hours.

I have read and understand the duties, responsibilities and qualifications of this position and acknowledge that I can perform the essential functions of the job with or without an accommodation. I also understand that this is a summary of this positions duties and other responsibilities may be assigned as the company deems necessary.

Southern Wealth Management, LLP is committed to hiring and retaining a talented diverse workforce. We are proud to be an Equal Opportunity / Affirmative Action Employer, making decisions without regard to race, gender, gender identity or expression, sexual orientations, national origins, disability status, age, marital status or protected veteran class.