



**OVERVIEW:**

The Processing Technician will provide processing and clerical support to the Underwriting and Processing Departments.

If you want to be part of a solid organization that is energetic and growing, contact us today.

**WHY ARROWHEAD GENERAL INSURANCE AGENCY:**

We offer a benefits and compensation package that meets today's most important needs and includes:

- A challenging and stimulating career that provides growth and development.
- Group medical, dental, vision, HSA, life, and disability benefits.
- Paid time off and a 401(k) retirement plan as well as an Employee Stock Purchase Plan that allows our employees to purchase Brown & Brown stock at a discounted rate.

**JOB DUTIES:**

- Performs index and triage of submissions and other transactions on a rush basis.
- Processes quotes, renewals, endorsements, premium audits, and other requests on a rush basis.
- Prepares legal notification documents.
- Runs various processing reports.
- Other duties as assigned.

**REQUIREMENTS:**

- High school diploma or equivalent and 1+ plus years in the Commercial Lines rating industry and/or an equivalent combination of education and experience; Associate's degree preferred.
- Have high levels of accuracy along with a specific focus on timeliness, productivity, and quality.
- Able to prioritize and manage multiple tasks.
- Have strong organizational skills and be detail-oriented.
- Excellent written and oral communication skills.
- Must be comfortable working in a high volume, production environment.
- Must be comfortable with ISO manual and rating.

We are an Equal Opportunity Employer. We take pride in the diversity of our team and seek diversity in our applicants.