

# Nautilus Insurance Group

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**Contact:** Kathleen Sandow, *Senior HR Specialist - Recruiting*  
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Scottsdale, AZ 85260  
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**Position Title:** Underwriting Audit Coordinator

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**Salary/Wage Range:** 55-65K

**Opportunity Location:** Scottsdale, AZ

**Opportunity Start Date:** 01/09/2012

**Description:**

- Complete audits on new business, renewals and quotes to assess quality of risk and adherence to established underwriting procedures.
- Complete "special request" audits.
- Summarize audit results by individual and team, analyze trends and communicate findings.
- Develop and update requirements for automated tools.
- Identify training needed by the underwriting staff and work with training staff to develop the appropriate training vehicle and objectives.
- Initiate requests to create or update underwriting philosophies, guidelines or procedures based on audit results.
- Represent department in inter-departmental meetings and maintain professional internal and external relationships.

**Preferred Skills:**

- A Bachelor's degree or 5-10 years related commercial insurance experience is required.
- Previous experience as an underwriter is necessary.
- All candidates will have an understanding of the rating process for all lines of business written by Nautilus and an advanced understanding of P&C coverages.
- A background in Excess and Surplus lines is beneficial. CPCU and/or AIC certification(s) or completion of insurance related classes is recommended.
- All candidates will possess superior written and verbal communication skills.
- Intermediate to advanced knowledge of computer programs in a Windows environment is necessary.