

Underwriter / Underwriting Specialist

Bray-Gentilly Mutual Insurance Company is a long-standing Minnesota mutual insurer committed to serving our policyholders and supporting the independent agents who represent us.

We are seeking a detail-oriented and dependable professional to support our underwriting operations while assisting with select financial processing and providing cross-trained backup to office administration as needed. This role is ideal for someone who enjoys analytical work, attention to detail, and contributing to a small, team-focused environment with long-term career potential and a flexible, supportive workplace culture.

Key Responsibilities

- Assist with underwriting of new and renewal business
- Communicate with agents regarding underwriting requirements and documentation
- Support risk review, rating accuracy, and underwriting file quality
- Assist with premium processing, deposits, and limited accounts payable/receivable support
- Maintain accurate policy and financial records
- Provide backup for policy data entry, filing, and mail processing
- Support general office workflow and agent service needs
- Assist in maintaining an organized and professional office environment, including light office upkeep as part of a team-oriented workplace

Qualifications

- High school diploma or equivalent required
- Experience in property insurance, underwriting support, or office administration preferred; willing to train the right candidate
- Familiarity with basic accounting or bookkeeping practices is beneficial but not required
- Strong attention to detail and organizational skills
- Proficiency with Microsoft Office and standard office systems
- Ability to manage multiple priorities and work collaboratively
- Professional communication and customer service skills
- Must hold or be willing to obtain a Property & Casualty insurance license

Benefits

- Paid time off beginning on day one
- Employer-paid Property & Casualty licensing and continuing education
- Stable small-office environment with cross-training opportunities
- Long-term career opportunity within a well-established mutual insurer, with potential to transition into a full-time role based on performance and company needs.

Position Details

Status: Part-time - Hourly

Location: In-office

To Apply

Submit resume and qualifications to:

Bray-Gentilly Mutual Insurance Company

PO Box 592

Thief River Falls, MN 56750

Phone: (218) 683-3200

Email: jobs@braygentilly.com