

Form Name: Katie School Student Opportunity
Submission Time: November 20, 2023 10:13 pm
Browser: Chrome 119.0.0.0 / Windows
IP Address: 163.116.249.39
Unique ID: 1166240618
Location: 41.8874, -87.6318

Katie School Student Opportunity

Company Name Burns & Wilcox

Contact Person Julia Sniezek

Title of Contact HR Associate

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Phone (313) 808-0061

Company Website <https://www.burnsandwilcox.com/>

Indicate what opportunity is available Internship

Title of Available Position Underwriting Summer Internship

Opportunity Location Chicago, IL

Salary/Wage Range \$22 per hour

Opportunity Start Date: 05/13/2024

Opportunity End Date 08/09/2024

Description of Opportunity

At Burns & Wilcox, we're looking for passionate professionals with all levels of experience. Our Assistant Underwriting Interns will be transacting business as an Assistant Underwriter would on a daily basis. He or she will be placed in one of our underwriting teams comprised of commercial, personal, environmental, or professional lines teams. Initially learning necessary technical skills, they will then transition into determining which program or market best meets the needs of our agency clients. They will be responsible for underwriting and cross selling across the department renewal portfolio and new business submissions.

In addition, they will be following up on smaller projects and assisting their team as needed. The underwriting interns will work side by side with senior leaders while developing their business acumen and leadership skills. Depending on their progression they may engage in basic policy renewals, participate in agent marketing calls, and any Insurance Association events that may be taking place during the internship. He or she will also cooperate with other interns and participate in weekly lunch and learns and other corporate events.

- Currently enrolled as an undergraduate at an accredited university. Must be Junior or Senior standing.
- Maintains strong academic success
- Solid technical proficiency including knowledge of Microsoft Office applications (i.e. Word, Excel, PowerPoint)
- Prior internship experienced preferred
- Keen interest in the insurance industry, specifically within specialty insurance
- Think analytically to respond to complex inquiries and make timely decisions
- Action orientated and successful at prioritizing multiple tasks
- Professional demeanor with superior communication and presentation skills
- Able to work independently and also in a team environment, with a high degree of initiative, poise, and confidentiality
- Intellectually curious

About Our Company

Burns & Wilcox is the nation's largest independent wholesale insurance broker and underwriting manager. In 1969, the late Herbert W. Kaufman recognized an opportunity to fill a void in the industry by establishing Burns & Wilcox as a wholesale brokerage and underwriting organization that would provide brokers and agents with unique access to a variety of insurance markets and help place their specialty risks. Today under the leadership of Mr. Kaufman's son, Alan Jay Kaufman, that entrepreneurial spirit is thriving as Burns & Wilcox offers comprehensive solutions for retail insurance agents of all sizes, from the large alphabet houses to the more than 30,000 brokers and agent partners worldwide.

Equal Opportunity Employer

The H.W. Kaufman Group of companies is an equal opportunity employer. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, gender, gender identity, age, national origin, disability, veteran status, marital status, sexual orientation, genetic information or any other status or condition protected by the laws or regulations in the locations where we operate.

Preferred Skills

- Currently enrolled as an undergraduate at an accredited university. Must be Junior or Senior standing.
- Maintains strong academic success
- Solid technical proficiency including knowledge of Microsoft Office applications (i.e. Word, Excel, PowerPoint)
- Prior internship experienced preferred
- Keen interest in the insurance industry, specifically within specialty insurance
- Think analytically to respond to complex inquiries and make timely decisions
- Action orientated and successful at prioritizing multiple tasks
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Please Specify How You Would Like Students to Apply

With a resume on our careers page

<https://careers-hwkaufman.icims.com/jobs/7617/underwriting-summer-internship/job?mode=view>
