

Katie School Student Opportunity

Company Name	BrickStreet Insurance
Contact Person	Shelby Paxton
Title of Contact	HR Business Partner
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Address	400 Quarrier Street Charleston, WV 25301
Company Website	www.brickstreet.com
Indicate what opportunity is available	Internship
Title of Available Position	Intern, Underwriter
Opportunity Location	Naperville, IL
Salary/Wage Range	Paid
Opportunity Start Date:	05/15/2019
Opportunity End Date	08/31/2019
Description of Opportunity	Intern, Underwriter - Naperville Tracking Code 291040-702 Job Description

The Intern, Underwriter - Naperville will work in the Naperville, IL office.

The Underwriter Intern will perform tasks, projects and research in support of functional areas including underwriting, premium audit, underwriting analytics and/or products. This position's objective is to provide meaningful and impactful support to the business teams.

This is a full-time summer internship and will require someone who can work at least 40 hours per week. Start and end dates will be based on availability and business need.

The items listed are essential functions of the position unless otherwise stated

Position Responsibilities:

1. Perform routine transactional activities on established accounts of the least complex risks following established procedures.
2. Assist in issuance, assembly and other support of policies under direction of the underwriting staff.
3. Field routine service and research project requests, referring more complex issues to the underwriting staff.
4. Ensure accurate and timely servicing of accounts.
5. Nonessential function: other duties as assigned.

Required Skills

- Good computer skills

- Proficient in Excel
- Good communication skills
- Responsiveness to customer needs.
- Ability to work well with both internal and external customers
- Ability to multi-task
- Must be detailed oriented
- Ability to work as an outstanding team member and perform based on established standards and expectations.

Required Experience

- Must be currently enrolled and have completed at least 60 credit hours with an accredited college or university.
- Preference may be given to those pursuing a degree in Business Administration and/or Finance.

Applications must be received by 5pm Friday, March 22, 2019.

Job Location: Naperville, Illinois, United States

Position Type: Intern

Preferred Skills

See list in the Description of Opportunity

Please Specify How You Would Like Students to Apply

Use the link below

https://brickstreet.silkroad.com/epostings/index.cfm?fu_seaction=app.jobinfo&id=23&jobid=291040&company_id=15702&version=1&source=ONLINE&JobOwner=1011569&level=levelid1&levelid1=103191&startflag=2

