

Form Name:
Submission Time:
Browser:
IP Address:
Unique ID:
Location:

Katie School Student Opportunity

Company Name	Roanoke Insurance Group
Contact Person	Marilyn Parra
Title of Contact	HR Manager
Email	marilyn.parra@roanokegroup.com
Phone	(847) 969-8225
Address	1475 E Woodfield Rd, 5th floor Schaumburg, IL 60173
Company Website	http://www.roanokegroup.com/
Indicate what opportunity is available	Full-time
Title of Available Position	Underwriting Support Associate
Opportunity Location	Schaumburg, IL

Description of Opportunity

Roanoke Underwriting is searching for a motivated and organized individual to contribute to our home office Surety Underwriting and Claims Unit as an Underwriting Support Associate. Intermediate skills with Microsoft Excel and production software systems preferred. As an Underwriting Support Associate you will handle administration regarding General Indemnity Agreements (GIA) and Letters of Credit (LC), and support the Underwriting and Claims Units as requested. We offer a positive work environment that facilitates learning and growth.

Important skills for success: attention to detail, ability to monitor and meet deadlines, effective oral and written communication, ability to take direction and prioritize, experience with Microsoft Office, and ability to learn new tasks.

Roanoke Insurance Group employs approximately 200 employees across various U.S. locations with its focus on providing targeted insurance solutions backed by agile service and technology. As we continue to expand, we are committed to finding individuals dedicated to the success of our clients and our organization. For more information about Roanoke Insurance Group, please visit our website at www.roanoketrade.com.

Location

- Schaumburg, IL

Duties and Responsibilities:

- Processing of GIA and LC Documents; Contact with Financial Institutions where necessary
 - o Maintain transactions in Excel for Unit Staff access
 - o Input, Scanning, Filing and Processing of all documents received
- Quarterly rating updates for LC's using IDC and S&P information
- Maintain Ratings reports in Excel for distribution to Underwriting & Regions
- Daily and Monthly Reconciliation of Collateral Records utilizing Excel and proprietary software
- Processing bond terminations and related system documentation
- Retrieving, formatting, and distributing monthly Renewal Reports
- Retrieving and distributing credit reports, and other information obtained from internet searches
- Financial analysis support
- Creating and formatting spreadsheets with data exported from proprietary systems
- Assistance with weekly Claim Letter mailing
- Input, Scanning and Processing of Claims Checks
- Maintaining Open/Closed Reports and Subrogation Reports for Claims Department
- Carry out other Underwriting and Claims-related activities as may be assigned by Management consistent with this position's level of expertise
- Assist Underwriters and Supervisors as directed

- Participate in company and unit training as applicable and provided
- Use IT systems/maintain records (electronic or otherwise) as required by management - systems include but not necessarily limited to:
 - o Proprietary software applications
 - o Hyland's OnBase
 - o Non-proprietary software (e.g., MS Office) provided for use

Benefits of Working at Roanoke

Roanoke knows you have passions outside of work. You have family, friends, sporting events, and lots of things going on. That's why we offer a comprehensive benefits package to not only take care of you but your family as well. All of our benefits are effective the first day of employment including medical/dental/vision, paid time off to re-energize, donate your time to volunteer in your community, and tuition reimbursement to name a few.

At Roanoke Insurance Group, we value your hard work and we work hard to motivate, encourage and reward you for your efforts.

- Smart, creative, dedicated people who enjoy working together
- Competitive salaries
- Generous healthcare plan
- Voluntary dental, vision plans
- Flexible Spending plans
- 401(k) plan
- Paid time off programs
- Tuition reimbursement, continuing education opportunities and professional development
- Income protection programs
- Community involvement
- Wellness initiatives

Roanoke Insurance Group is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, creed, citizenship status, religion, sex, sexual orientation, national origin, ancestry, age, disability, medical condition, genetic information, marital status or status as a Vietnam-era or other veteran or any other legally protected class.

Preferred Skills

Successful candidates will possess the following skills/capabilities

- o Established bookkeeping background preferred, alternatively possess a business-related A.S. degree
- o Detail-oriented, organized, ability to prioritize tasks as assigned to meet deadlines
- o Moderate or higher skills in Excel, working knowledge of Word
- o Office-appropriate communication skills, client service focus
- o Ability to make decisions within authority, document properly, and successfully adapt to change
- o Moderate physical strain to access file cabinets and work for long periods at a desk with a computer

Please Specify How You Would Like Students to Apply

Apply online at:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9f9212d7-e96f-4671-b871-c155ab3ae8f9&cclid=19000101_000001&jobid=294012&source=CC3&lang=en_US
