

Katie School Student Opportunity

Company Name	Starr Companies Insurance
Contact Person	Debbie Leban
Title of Contact	Regional Human Resource Manager
Email	Debbie.Leban@starrcompanies.com
Phone	(312) 470-9209
Address	500 W Monroe Street Chicago, IL 60661
Company Website	www.starrcompanies.com
Indicate what opportunity is available	Full-time
Title of Available Position	Underwriting Trainee Program - Professional Associate - Looking for December 2018 Grad
Opportunity Location	Chicago, IL
Opportunity Start Date:	11/08/2018
Opportunity End Date	12/15/2018
Description of Opportunity	<p>Program Overview</p> <p>The Starr Global Associate Program is a 12 month training program designed to attract, develop and retain high potential college graduates. The Program normally starts in June 2019, but for this position, we are looking for someone that can start in January, and then join the program activities in June 2019. Are you a December grad? Please email me. Debbie.Leban@starrcompanies.com</p>

As the Associate, you will initially support countrywide underwriting activities working effectively in an energetic work environment which will include interacting with underwriters, brokers and agents on a day to day basis. You will learn the principles of claims, credit, actuary, compliance and reinsurance.

Daily Responsibilities:

- Policy Issuance and Endorsement Processing
- Premium Booking
- File creation and maintenance
- Policy number assignment
- Binder creation, issuance and processing
- Business development research of potential companies
- Help prepare various reports as required
- Follow up on information needed from brokers
- Developing presentations and marketing material
- Other duties as directed by the department manager

Additional Job Duties:

- Study and obtain the AINS (Associate in General Insurance) designation
- Group project with other Associates on a subject involving emerging technologies, internal initiatives or process improvement programs
- Home office visits to receive hands-on, comprehensive training and attend social events to promote team-building and camaraderie (senior management discussions, site visits and organization overviews)
- Learn the principles of claims, credit, actuary, compliance and reinsurance

Program Requirements:

- Bachelor's degree with at least a 3.2 GPA
- Internship/work experience during college years
- Strong verbal, written and interpersonal skills
- Advanced proficiency in computer applications: Excel, Word and PowerPoint, Databases
- Leadership skills
- Strong organizational and time management skills with the ability to multi task/prioritize
- A self-starter and entrepreneurial mindset

Preferred Skills

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**Please Specify
How You Would
Like Students to
Apply**

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