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Katie School Alumni Opportunity

Company Name Swiss Re Corporate Solutions

Contact Person Chris Sullivan

Title of Contact Head of Sales, Central Region

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Phone (312) 821-3866

Address 222 W Adams
Suite 3000
Chicago, IL 60606

Company Website www.swissre.com

Indicate what opportunity is available Full-time

Title of Available Position Underwriting Assistant

Opportunity Location Chicago

Description of Career Opportunity Swiss Re is looking for an Underwriting Associate to work in our Chicago, IL office for our North American Central Property line of business. If you describe yourself as a motivated, cooperative and detail oriented individual who enjoys working in a challenging environment this opportunity is for you!

Preferred Skills

We are looking for someone who thrives in a role that requires high interaction and coordination with underwriters, near-shore/off-shore, other functional areas including, but not limited to Products, Finance, Claims, and Policy Processing.

Customer centric individuals who enjoy high volume interaction via telephone, e-mail, or in person with customers delivering high value customer service will succeed in this role.

Do you love seeking answers to difficult questions by reviewing files, records, and other documentation as needed?

Conduct preliminary deal analysis; prepare applicable account data for review by underwriter or client manager.

Read, organize and work with detailed source documents from external customer information, determine appropriate next steps.

We are looking for someone who has a strong desire to support underwriting teams in organizing and preparing data for client/broker meetings.

Candidates with experience composing business correspondence, are strongly encouraged to apply

You will have the opportunity to participate on special projects, as assigned.

Knowledge and understanding of commercial (property / casualty) insurance principles and practices preferred.

Excellent computer skills - Microsoft Office Suite with emphasis on Microsoft Excel, Outlook.

Demonstrated knowledge of arithmetic and algebra, administrative and clerical procedures including managing files and records, general economic and accounting principles, and principles and processes for providing customer service. This includes meeting established time and quality standards ensuring customer happiness.

Proven ability working in globally located team situations, understanding and demonstrating sensitivity toward cultural differences.

Detail oriented individuals strongly encouraged to apply

Demonstrated success working collaboratively in a matrix environment.

Ability to establish priorities and to plan, coordinates, and monitor personal work plan maintaining status and oversight of multiple submissions.

Strong interpersonal skills and ability to establish and maintain effective working relations with internal and external people in a multi-cultural environment.

Excellent listening, reading, written, and verbal communication skills.

Strong customer focus and service orientation.

Please Specify How You Would Like Alumni to Apply

Please contact Chris Sullivan - chris_sullivan@swissre.com
