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Katie School Student Opportunity

Company Name Velocity Risk Underwriters LLC

Contact Person Nicole Miller

Title of Contact HR Generalist

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Phone (615) 686-1697

Company Website www.velocityrisk.com

Indicate what opportunity is available Full-time

Title of Available Position Underwriting Assistant

Opportunity Location Chicago, IL

Opportunity Start Date: ASAP

Description of Opportunity

The Underwriting Assistant will assist the Underwriter/Sr. Underwriter in daily activities to evaluate account risks and exposures and maintain his/her book of business.

- Assist Underwriter with accountabilities, achieving business unit goals and KPI's
- Assist assigned Underwriter (UW) with organization of account pipeline and pre-underwrite accounts which includes, but is not limited to, the following:
 - o Account qualification and research
 - o Creation of modeling request files
 - o Forms review
 - o Completing risk assessments
- Draft quotations, binders and endorsements
- Assign policy numbers (including data entry)
- Review all policy forms and endorsements prior to final issuance to the brokerage team
 - o Keep track of any mistakes so that we can communicate/coach the issuance team as well as refine the process
- Send policy correspondence to the Service team and Brokerage team
- Establish and manage relationships with assigned brokers and their teams by requesting applicable information to prequalify accounts, negotiate terms, and service new and renewal accounts
- Review inspections when they come in and send recommendations to the team if needed
- Responsible for determining renewal risk acceptability, pricing, coverage, terms and conditions with defined limits/authority and underwriting guidelines, if applicable
- Assist with special projects as needed

Preferred Skills

- Bachelor's Degree
- Ability to multitask and prioritize
- Self-starter
- Commercial Insurance knowledge a plus
- Excellent verbal and written communication
- Detail-oriented
- Maintain highest level of confidentiality
- Excellent organizational skills

Please Specify How You Would Like Students to Apply

To apply, email HR (hr@velocityrisk.com) an updated resume and reference the position for which you are applying.
