Position Title: Underwriting Associates Program

Opportunity Type: Full-Time
Opportunity Start Date: 07/07/2014
Opportunity Location: Chicago, IL

Job Description:
Program Overview

The Underwriting Associate Program is an 18 month training program designed to attract, develop and retain high potential college graduates. The Associates will initially support countrywide underwriting activities. The Associates will interact with underwriters, brokers and agents on a day to day basis. The Associates will also assist in developing presentations and marketing materials.

The Underwriting Associates will learn to be disciplined insurance professionals that can work effectively in a dynamic environment and gain the following experience within the first year of the program along with scheduled and on the job training.

The Underwriting Associate Program will give the Associate a clear understanding of the business process while at the same time participating in a rigorous training program. The Associate will learn the principles of claims, credit, actuary, compliance and reinsurance. In addition, the Associate will also be expected to have completed and obtain the AINS (Associate in General Insurance) designation.

As part of their daily responsibilities, the Underwriting Associate will learn the essential components of underwriting including:
• Policy Issuance and Endorsement Processing
• Premium Booking
• File creation and maintenance
• Policy number assignment
• Binder creation, issuance and processing
• Research on companies utilizing web
• Help prepare various reports as required
• Follow up on information needed from brokers
• Other duties as directed by the department manager
Preferred Skills:
Other Skills/Abilities
• Strong organizational skills
• Innate time management capabilities
• Ability to handle multiple tasks and prioritize
• A “self-starter”
Requirement
• 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
• Demonstrate leadership and time management skills

Salary/Wage Range: Entry - Mid Level Salary

Interested candidates should please submit your resume and cover letter to Ms. Regina Gilligan at regina.gilligan@starrcompanies.com for consideration.