

Form Name: Katie School Student Opportunity
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Katie School Student Opportunity

Company Name	Burns & Wilcox
Contact Person	Frances Moore
Title of Contact	Recruiting Supervisor
Email	fmmoore@hwkaufman.com
Phone	(248) 702-1342
Address	30833 Northwestern Hwy Suite 100 Farmington Hills, MI 48334
Company Website	www.BurnsandWilcox.com
Indicate what opportunity is available	Full-time
Title of Available Position	Associate Underwriter
Opportunity Location	Chicago
Salary/Wage Range	\$55,000 - \$60,000
Opportunity Start Date:	06/06/2022

Description of Opportunity

When someone needs insurance coverage for the unique, the unusual, or the unconventional, they come to Burns & Wilcox. Our Associate Underwriters directly service a book of business under the supervision of an Underwriter, offering the opportunity to learn the specialty insurance business and career advancements into an Underwriter role. Interested? Join our team!

Responsibilities:

Service a book of business under the direct supervision of an underwriter
Log applications, prepare binders, and process policies and endorsements
Bind risk, post the invoice and process technical data
Screen renewal applications and send out renewal letters; perform some of the underwriting and prepare quotes for underwriter approval
Assist with new business development
Order and follow up on inspections and handle endorsement requests and referrals for the underwriter
Manage relationships with retail agents and follow up on any outstanding information needed to complete the underwriting file

Preferred Skills

Bachelor's degree or equivalent combination of education and experience
Minimum 2 years of Underwriting support or industry experience
Demonstrated proficiency in sales and marketing
Proven organization skills and ability with a strong attention to detail
Interest in continued education and professional development to obtain full underwriting authority

Benefits:

Competitive compensation
Flexible, hybrid, and remote work options
Employer paid professional development, including continuing insurance education courses, designations, certifications and licenses
Access to Kaufman Institute, H.W. Kaufman Group's corporate university
Health and welfare benefits including medical, vision and dental
401K with employer match
Paid vacation, sick time, and holidays

Please Specify How You Would Like Students to Apply

LinkedIn -
<https://www.linkedin.com/jobs/view/2949066863/?capColoOverride=true>
Careers page -
<https://careers-hwkaufman.icims.com/jobs/6297/associate-underwriter/job?mode=view&mobile=false&width=743&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>
