

Form Name:	Katie School Alumni Opportunity
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Katie School Alumni Opportunity

Company Name	CNA Surety
Contact Person	Meg Pfeiffer
Email	megananne.pfeiffer@cna.com
Phone	(312) 822-2691
Company Website	https://www.cnasurety.com
Indicate what opportunity is available	Full-time
Title of Available Position	Underwriting Trainee (Surety)
Opportunity Location	Chicago, IL
Salary/Wage Range	62,000 per year
Opportunity Start Date	10/10/2022

Description of Career Opportunity

You have a clear vision of where your career can go. And we have the leadership to help you get there. At CNA, we strive to create a culture in which people know they matter and are part of something important, ensuring the abilities of all employees are used to their fullest potential.

CNA Surety's Underwriting Trainee Program offers a rewarding career path for individuals interested in working for a company that provides hands-on experience and unique opportunities. Graduating seniors or entry level (0-2 years) experience welcome. The trainee program is for one year and upon successful completion of the program individuals are eligible for promotion to an Underwriter. CNA Surety provides a full range of surety and fidelity bonds in all 50 states.

JOB DESCRIPTION:

As a Surety Underwriting Trainee, you will have access to professional skills development, productivity courses and much more. You will be primarily responsible for learning underwriting principles and standards in addition to analyzing, evaluating, and referring new and existing business to a more senior level underwriter. During the course of the program our curriculum provides the opportunity for you to:

Review bond applications and financial documentation to determine if an applicant is an acceptable risk in accordance with company guidelines and standards. Determine the need for additional evidence of financial standing and appropriate strategy.

Participate in instructor-led training, testing, self-study courses, web-based training and practical application with guidance through a formal mentoring program.

Recommend risks after complete analysis and consideration of applicant documentation, business factors and competitive situations.

Prepare written communications on adverse underwriting decisions, rate appeals, underwriting requirements, status and declinations.

May assist in marketing products and services through agencies or through the brokerage community. Develop and maintain positive agency and/or broker relationships to ensure positive outcomes. May travel approximately 1 to 1 ½ days a week to agent locations shadowing more senior underwriters prospecting business.

Perform other essential duties as assigned.

Preferred Skills

Skills Knowledge and Abilities:

Strong desire to develop knowledge and understanding of underwriting practices, policies and guidelines.

Good verbal and written communication skills with the ability to develop positive business relationships.

Strong ability to identify, analyze and solve problems as well as the ability to learn rapidly and adapt quickly to change.

Ability to work independently.

Development of decision-making skills.

Knowledge of Microsoft Office Suite as well as other business-related software.

Education and Experience:

BA/BS in Finance, Accounting, Economics, Business Administration or similar program. Minor in Marketing or Communication Studies a plus.

Minimum of one to two years work experience in a related discipline (finance, credit, insurance) strongly preferred; internship experience may qualify.

Must possess excellent communication and analysis skills.

Anticipated Program Launch: October 2022

Please Specify How You Would Like Alumni to Apply

To be considered, apply online:

https://cna.wd1.myworkdayjobs.com/CNA_Careers/job/US--IL40--Chicago-151N-Frankln/Underwriting-Trainee--Surety-_R-694
