

Form Name: Katie School Student Opportunity  
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Unique ID: 974145822  
Location: 37.7252, -77.5546

## Katie School Student Opportunity

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**Company Name** Markel Corporation

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**Contact Person** Joe Nee

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**Title of Contact** Underwriting Manager

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**Email** Joe.Nee@markel.com

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**Phone** (312) 258-3377

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**Company Website** <https://www.markel.com/>

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**Indicate what opportunity is available** Full-time

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**Title of Available Position** Underwriting Support Specialist

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**Opportunity Location** Chicago

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## Description of Opportunity

The primary purpose of this position is to act as a resource and serve as an integral member of the underwriting team able to overcome obstacles in the workload and meet timelines by fulfilling basic underwriting support responsibilities. This position will handle day-to-day client servicing including managing workflow and reinforcing the ease of doing business with Market by meeting or exceeding agents/brokers expectations and providing quality service on a consistent basis.

### Job Responsibilities:

Serve as point of contact for agents/brokers by gathering information on behalf of the underwriters, answering questions, resolving low complexity issues, facilitating overall serving of accounts and processing business transactions not requiring review/signoff by an underwriter.

Take necessary measures to obtain information needed to finalize inquiries/transactions and maintain a suspense and follow-up system for outstanding underwriting items.

Ensure accuracy of information inputted into all appropriate systems and verify that all necessary documentation is in the file.

Routinely communicate with team members, agents/brokers and other key business partners to research and gather necessary information to review, analyze and complete transactions.

Utilize and adhere to internal guidelines, procedures and service standards to ensure that all assigned work/transactions are processed in a timely manner (yet accurately) and meet compliance standards.

Participate in problem solving activities to define problems, identify root causes, design and test solutions, implement solutions, and utilizes continuous improvement methodologies to improve processes & procedures in an effort to work more efficiently & effectively and permanently eliminate problems.

Under Underwriter direction, attached appropriate forms and makes policy changes as requested.

Establish, support, and maintain effective relationships and/or regular contact with clients and build strong relationships with employees across the organization.

Participate in special projects and other duties as assigned to assure efficient operation of the team, customer needs are met, and business results are achieved.

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## Preferred Skills

Excellent oral and written communication and organizational skills.

Ability to multi-task in fast-paced environment.

Ability to work independently and within a team.

Ability to follow process and attention to details.

Willingness to work toward insurance designations. (AINS)

Intermediate level of proficiency in Microsoft Office, especially Microsoft Word and Excel.

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**Please Specify How You Would Like  
Students to Apply**

Please apply online at:

[https://markelcorp.wd5.myworkdayjobs.com/en-US/GlobalCareers/details/Underwriting-Support-Specialist\\_R0013797?locations=9d47f6646d881007fd0ce2911b77f3dd](https://markelcorp.wd5.myworkdayjobs.com/en-US/GlobalCareers/details/Underwriting-Support-Specialist_R0013797?locations=9d47f6646d881007fd0ce2911b77f3dd)

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