

Form Name:	Katie School Student Opportunity
Submission Time:	April 8, 2022 9:15 am
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Location:	41.3623, -90.3798

Katie School Student Opportunity

Company Name	Svea Mutual Insurance Company
Contact Person	Lyle Bruning
Title of Contact	Manager
Email	lbruning@sveamutual.com
Phone	(319) 526-3366
Address	1103 4th St. PO Box 37 Orion, IL 61273
Company Website	www.sveamutual.com
Indicate what opportunity is available	Full-time
Title of Available Position	Underwriter
Opportunity Location	In office in Orion
Salary/Wage Range	\$45,000 Starting
Opportunity Start Date:	04/11/2022
Opportunity End Date	05/27/2022
Description of Opportunity	<p>We do need the underwriter to come in every day to help with the phones and be available for agents.</p> <p>The first 6 months we have 5 days vacation available and after the first year 10 days vacation is available. 2 personal days each year. 6 sick days available per year. Unused sick days can be carried over to a maximum of 30 days.</p> <p>Hours are 8 to 4 Monday thru Friday. Half hour lunch. And every other Friday afternoon we have off as we take turns staffing the office.</p> <p>Starting salary is \$45,000 per year with cost of living increases taken into account every year. Svea also has a defined pension benefit which the company contributes to and not the employee.</p> <p>The group health insurance is 50% paid for by Svea. 50% by the employee. Can also be a family plan if needed. We don't have dental.</p> <p>We do have a group term \$20,000 life insurance paid for by Svea. We also provide for a long term disability.</p>

Preferred Skills

1. Make decisions on eligibility, rating, perils, deductibles, surcharges, etc. on new business application and existing business.
2. Make underwriting decisions for liability coverage.
3. Input on Company underwriting procedures and decisions.
4. Data processing within our imaging system.
5. Attend underwriting seminars and/or workshops to keep up with latest mutual underwriting trends.
6. Cooperation with other staff whenever and wherever additional help may be needed.
7. Maintaining beneficial relationships with agents and the staff by scheduling agency visits and responding to inquiries and issues.
Maintaining a positive and professional attitude at all times.
8. Phone skills needed in contacting agents for underwriting information.
9. Training new agents and existing agents.
10. Keeping our online manual up to date.
11. Help with answering the phones.
12. Other miscellaneous duties deemed necessary.

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

Email to lbruning@sveamutual.com
