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Katie School Student Opportunity

Company Name	Westfield Specialty
Contact Person	Tony Chimera
Title of Contact	Chief Talent Officer
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Phone	(678) 386-5224
Address	2520 Northwinds pkwy, ste. 500 Alpharetta, GA 30022
Company Website	www.westfield.com
Indicate what opportunity is available	Full-time
Title of Available Position	Underwriting Trainee
Opportunity Location	Chicago
Salary/Wage Range	65000 base plus bonus
Opportunity Start Date:	05/15/2022

Description of Opportunity

Seeking applicants for a Underwriting Trainee position. Under close supervision, actively learns about underwriting philosophy, business unit products and strategies, negotiation, and relationship building. As a trainee, handles renewal business under direct supervision and moves to developing new business as skills advance. As knowledge increases and, under direct supervision, takes on less complex underwriting of individual accounts and eventually a territory. Seeks out opportunities to observe account analysis discussions with other underwriters and underwriting leaders. Takes initiative for their own development. The incumbent in this job does not manage others.

Primary Job Duties & Responsibilities

- Under direct supervision, underwrites and assesses risk and makes recommendations for less complex accounts in a market segment.
- Establishes effective relationships with customers, agents and brokers.
- Develops consultative sales and marketing skills through their interaction with agents/brokers and via coaching from their manager.
- Develops negotiation skills through their interaction with agents/brokers and via coaching from their manager.
- Develops planning and organization skills necessary to effectively manage desk and assume a territory.
- Effectively collaborates with others on all aspects of job.
- Understands the need to seek enterprise-wide solutions to business problems.
- Takes initiative for personal development and seeks to learn through underwriting, marketing, and other related opportunities.
- Other duties as assigned.

Accountabilities

- Perform within set timeframes to ensure appropriate response time and customer service for broker partners
 - Assist underwriters with pre-qualifying accounts submitted by broker partners
 - Prepare accounts to be modeled in a timely manner
 - Prepare account assessment document for underwriters to review and negotiate with brokers
 - Communicate with broker teams as needed
 - Draft quotes and binders for underwriter review
 - Conduct post-binding account changes/ transactions with underwriter review and sign off as needed
 - Policy issuance and endorsement issuance within required timeframe
 - Maintain accurate and timely status of accounts within systems throughout the underwriting life cycle
 - Pursue professional development and training for development of product knowledge, skills for the role and any personal goals set with leader.
 - Responsible for effective operation of internal controls and timely closure of Internal Audit and other actions
 - Undertake general office administrative duties as and when required
- In addition to the above key responsibilities, you may be required to

undertake other duties from time to time as the Company may reasonably require.

Preferred Skills

Required Abilities, Education/Training & Experience

- A Bachelor's degree in Risk Management and Insurance, Business Administration, Finance and Accounting, Economics, Marketing, or Liberal Arts with a cumulative GPA of 3.0 or above; or, an equivalent combination of education and experience
- Currently pursuing or looking to pursue professional underwriting qualifications (CPCU)
- Excellent written and verbal communication skills
- Demonstrated analytical skills and business acumen
- Proficiency in Microsoft Office suite applications (Outlook, Word, Excel, and PowerPoint)
- Ability to simplify, analyze and explain complex issues
- Ability to review processes and determine opportunities for improvement
- Ability to work at both an overview and detailed level
- Ability to manage time and projects effectively

Other Desired Skills And Characteristics

- High energy self-starter, good decision-maker with an entrepreneurial spirit
- Marketing and sales skills and interest
- Solid time management skills
- Excellent negotiation and interpersonal skills
- Team player

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

Email
