

Auto-Owners Insurance Company

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Position Title: Associate Underwriter

Opportunity Location: Peoria, Illinois
Start Date: 11/01/2011

Preferred Skills:

- A college degree or its equivalent is preferred.
- No experience is required.
- The ability to organize.
- Strong and clear communication skills.
- Must be able to understand and carry out complex instructions both oral and written.
- An interest in developing product knowledge through participation in approved educational programs.
- A willingness to travel or relocate as required.

Summary:

- Auto-Owners offers a wide variety of career opportunities throughout the 26 states in which we operate.
- This job requires you to understand various insurance coverages and contracts along with company philosophy and procedures, in order to make underwriting decisions.
- Works under close direction and supervision of an experienced underwriter.

Examples of work performed:

1. Learns processing and filing procedures used by the underwriting office.
2. Becomes familiar with company policies, manuals, forms and endorsements in order to understand their meaning and use.
3. Acquires a working knowledge of supporting sections of the underwriting department.
4. Learns to effectively communicate with independent agents and other employees through verbal and/or written means.
5. Learns to analyze loss experience, financial conditions and physical characteristics of risks.
6. Assists with other duties within the department or elsewhere on request.

Job Description:

- Full time permanent position of Assistant Account Manager working with the Agency Commercial Lines Team.
- Primary responsibilities include reviewing insurance policies and issuing certificates of insurance.
- Great opportunity to start your career in the Insurance Industry with a successful, growing, independent Insurance Agency.

*If you are interested in applying for this position, please email David Loomis at davel@corkillinsurance.net for consideration.