

Bessemer Trust

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Company Website: www.bessemertrust.com

Position Title: Associate Insurance Advisor

Opportunity Location: New York, NY

Salary/Wage Range: D.O.E.

Start Date: 02/13/2012

End Date: 06/15/2012

Job Description:

Reporting to the Director of Property and Casualty Insurance Advisory Services, the Associate Insurance Advisor reviews client insurance programs, evaluates risk exposure and prepares written reports.

Responsibilities:

- Analyze risks exposure and policy information.
- Author insurance reviews which include recommendations for improving insurance programs.
- Implement new and modified insurance programs by placing policies and changes with agents and brokers.
- Collect policy, underwriting and other information from insurance brokers, Client Account Managers and clients.
- Attend meetings with clients to deliver insurance reviews and recommendations.
- Regular client communication including responding to Client Account Manager and client inquiries.
- Assist with the management of insurance brokerage and insurance company relationships.
- Assist clients with the evaluation and implementation of loss control measures.
- Assist the Director of Property and Casualty Insurance Advisory with projects.
- Additional responsibilities as assigned.

Qualifications:

- Bachelor's degree required.
- New York State broker license strongly preferred; must be obtained within three months of start date if offered position.
- CPCU or Associate in Risk Management (ARM) designation or coursework strongly preferred.
- Personal lines underwriter or brokerage client representative with at least five to ten years of experience working with insurers such as Ace, Chartis Private Client Group, Chubb, Fireman's Fund and PURE with strong technical knowledge and business judgment.
- Good computer skills and proficiency in Microsoft Word, Outlook, Excel and PowerPoint.
- Strong organizational skills (able to handle multiple priorities).
- Results oriented with excellent problem solving skills.
- Clear communicator with good writing skills.
- Detail oriented and thorough.
- Highly motivated.