

# CHUBB GROUP

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**Contact Person:** Kay Dugery, *Relationship Manager*

**E-mail Address:** [kay\\_dugery@rightthinginc.com](mailto:kay_dugery@rightthinginc.com)

**Telephone:** 866-203-8227 Ext. 6512

**Company Website:** [www.chubb.apply2jobs.com](http://www.chubb.apply2jobs.com)

**Position Title:** Surety Underwriter

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**Opportunity Location:** Chicago, IL with travel to St. Louis, MO

**Preferred Skills:**

- Strong written, oral and interpersonal skills required.
- Must work independently as well as part of an established team. Operate within the branch structure interacting with the home office, agency plant and customers.
- Drive the dual underwriting process by obtaining and analyzing pertinent underwriting information and then making informed recommendations to home office.
- Strong organizational skills and overall business acumen required.

**Job Summary:**

- Responsible for underwriting and producing new business as well as underwriting existing business in accordance with established underwriting guidelines.
- Make prompt and decisive recommendations.
- Provide prompt, reliable service to both our external and internal customers.
- Maintain complete and well-documented account files.
- Travel territory frequently, visiting with agents and accounts, to generate new business activity.
- Work with all staff to meet overall department and branch goals.

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\*If you are interested in applying for this position, you may email your resume to [Kay Dugery](mailto:kay_dugery@rightthinginc.com)