

Smith Hanley Associates

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Position Title: Underwriter Trainee

Salary/Wage Range: \$45,000 - \$50,000

Opportunity Location: Chicago, IL and San Francisco, CA

Opportunity Start Date: 01/30/2012

Description:

- Assist in the Unit's ongoing development of its:
 - o suite of Directors & Officers Liability (D&O), Employment Practices Liability (EPLI), Fiduciary Liability (FLI) and Employed Lawyers Liability (ELAW) product offerings to Private Companies, Not-For-Profit Organizations and Public Entities;
 - o broker distribution and commission strategy; and
 - o underwriting standards, rating manuals, risk models and form filing preparations.
- Develop proficiency in general insurance theories and practices as well as the specific underwriting strategies for the Unit;
- Develop an expertise in analyzing customer needs;
- Contribute to the financial performance of the Unit throughout the training period by assisting in the negotiating of price, coverage and terms for new business and renewals;
- Analyze exposures, determining whether the risk meets underwriting criteria, proposing terms and pricing, and ensuring proper documentation;
- Build relationships with brokers and engage in marketing efforts;
- Collaborate with underwriters, operations, claims, marketing, and home office product management; and
- Consistently meet service standards.

Preferred Skills:

- B.A. /B.S degree in Business, Finance, Economics or related degree; applicants must display high academic achievement in their education.
- Excellent written and verbal communication skills, ability to negotiate
- Strong financial analysis skills, analytical, and mathematical skills
- Team experience, internship, and/or practical work experience
- Strong time management skills and ability to prioritize
- Ability to effectively interact with all levels of internal and external customers
- Strong skills in Microsoft Office (Excel, Word, and PowerPoint), Outlook and Internet applications
- Insurance internship a plus