

ACE Group

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Position Title: Underwriting Assistant

Opportunity Location: Chicago - Loop

Start Date: 08/01/2011

Preferred Skills:

General Computer skills, proficient in Microsoft Word, Excel, and Powerpoint

Job Description:

The ACE Group is a global leader in insurance and reinsurance serving a diverse group of clients. Headed by ACE Limited, the ACE Group conducts its business on a worldwide basis with a physical presence in 53 countries.

The position is for an underwriting assistant that will support a staff of six. This candidate does not need to have insurance company experience. This role is best suited for an individual looking to gain insurance industry experience and a career path to underwriting.

We are seeking an individual that exhibits the following traits:

- Always Proactive
- Exceptional Time Management skills
- Commitment to lifelong learning
- Highly Intuitive
- Strong listening skills
- Exceptional organizational skills
- High energy
- High level of self-assurance and confidence
- Strong self-m ptional multi-tasking skills
- Excellent prioritization skills with strong ability to manage change
- Strong verbal and written communication skills

*If you are interested in applying for this position, please send your resume to adam.kopcio@acegroup.com for consideration