

Markel

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Position Title: Underwriting Assistant

Opportunity Location: Chicago, IL

Preferred Skills:

The successful candidate must have a High School degree, college degree preferred. The ideal candidate will be a highly motivated self-starter who possesses excellent oral and written communication skills, customer service experience, as well as the ability to prioritize and handle multiple tasks. A commitment to providing superior customer service is essential. Insurance experience in professional liability, E&O, D&O, and EPLI product lines is a plus.

Job Description:

Prairie State (a division of Markel Speciality) is located in Chicago, IL and provides underwriting, marketing support and claims management for a variety of specialty products to State Farm. Through this relationship, more than 17,000 State Farm agents can offer small business owners EPLI, Professional Liability and E&O coverage.

The Underwriting Assistant responsibilities include a variety of insurance processing activities including issuing endorsements, handling invoicing and payment issues, as well as extensive inbound phone contact with insurance agents and special projects assisting other areas as required.

Markel offers its' associates exceptional benefits including immediate health and dental benefits, paid vacation and holidays, a 401k match, profit sharing, and the ability to earn a potential bonus!