

Navigators Management Company Inc.

Contact Person: Christine M. Dunn, *Director of Training and Recruitment*
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Position Title: Underwriting Assistant, Full-time

Opportunity Location: Schaumburg, Illinois
Opportunity Start Date: 10/20/2011
Opportunity End Date: 11/11/2011
Salary/Wage: \$45,000 - \$55,000

Preferred Skills:

****Seeking December Graduates*****

- Solid computer skills; experience with a variety of software programs and internet
- Strong composition skills. Ability to set up and type accurately and with a reasonable speed, a variety of correspondence, reports and other materials.
- Excellent interpersonal and communication skills.
- Ability to maintain a positive attitude and professionalism.
- Illinois insurance license in Property/casualty or be willing to become licensed within 90 days of employment.
- Prior experience a plus, but will train the right candidate.

Job Description

- The Underwriting Assistant provides key operations and administrative support to assigned underwriting division as required to complete the underwriting process in accordance with established workflows, procedures and other company protocols. Primary duties entail policy management, monitoring and resolution of receivables, data file administration and customer service. The purpose of this position is to enable underwriters to focus on business production and underwriting quality. Other Duties as required.

Preferred Skills:

- Create, modify, and existing policies, contractual documents and worksheets to reflect accurate exposures, amount of coverage, type of insurance or other material information.
- Examine correspondence from assureds or their representatives, original insurance applications, and other company documents to determine if changes are needed and effects of changes.
- Process, prepare, and submit business or government forms.
- Calculate premiums, refunds, commissions, adjustments.
- Responsible for investigation and resolution of overdue policy premium
- Organize and work with detailed office or warehoused records, maintaining Image right policy records for each policyholder.
- Interact with stakeholders to obtain information or inform them of account status or changes; provide customer service.
- Maintain appropriate accuracy and volume standards

Related Non-Flexible or Other Job Requirements:

Education:

Associate Degree

Minimum 2 year experience

Strong working knowledge of Microsoft Office Suite

*If you are interested in applying for this position, all inquiries must be sent to CAREERS@NAVG.COM