

James Allen Companies Inc. – Recruiting Firm

Title of Position Advertised: Underwriting Assistant with an Excess & Surplus Lines Wholesale Broker

Website: www.jallenco.com

Location: Oakbrook, IL

Required Skills

- 2-3 years of P&C insurance experience
- Knowledge of rating on a computer system
- Understands TIV, SIR, class codes
- Ability to service and maintain strong relationships with assigned brokers
- Work in a team environment
- Strong organization skills, attention to detail and follow up
- Ability and desire to effectively utilize computer-based management and underwriting systems to manage workflow
- Ability to multi task processing work accurately and meeting underwriting guidelines and timelines

Responsibilities

- Handling all customer service and workflow involved in assisting underwriter processing new and renewal business
- Rating and issuance of policies and endorsements
- Issuing binders, billing, processing endorsements, audits, entering all data in agency management system and requesting and review loss control
- They use a software system called Sicaro – you do not have to know that specific system

Eligible for promotion in 1 year to underwriter with pay increase. Only 5 people in this office. They write business for two insurance companies.

If you have an interest, you may email your resume to Jr. Gipson at jr@jallenco.com