Underwriting Associate

In support of the Marine group deliver timely and accurate business-processing, administrative, technical, and marketing support to the underwriting process for Underwriters and Client Managers.

Duties and responsibilities directly impact productivity, process efficiency, timeliness, profitability, and accuracy of the underwriting process and may require occasional travel.

The opportunity
- High interaction and coordination with underwriting, near-shore/off-shore, other functional areas including, but not limited to Products, Finance, Claims, and Policy Processing.
- High interaction via telephone, e-mail, or in person with external customers delivering customer service, and obtaining/providing information as needed.
- Communicate with others to answer questions, reviewing files, records, and other documentation as needed; disseminate or explain information, take direction, and address complaints.
- Conduct preliminary deal analysis; prepare applicable account data for review by underwriter or client manager.
- Read, organize and work with detailed source documents from external customer information, determine appropriate next steps.
- Support underwriting teams in organizing and preparing data for client/broker meetings.
- Compose business correspondence, as needed, with input from underwriter (if needed),
- Occasional travel (20%) may be required to attend meetings, seminars, and programs to learn about new processes and guidelines, learn new skills, and stay updated with the underwriting team supported.
- Participate on special projects, as assigned.

About you
- Associates Degree or equivalent; 4-year degree preferred
- Minimum 1-2 years relevant experience. Entry level will be considered.
- Knowledge and understanding of commercial (property / casualty) insurance principles and practices.
- Excellent computer skills – Microsoft Office Suite with emphasis on Microsoft Excel, Lotus Notes.

About us
Swiss Re Corporate Solutions offers innovative insurance solutions for multi-national corporations around the globe. Backed by the financial strength of the Swiss Re group, we assist more than 50,000 customers worldwide in mitigating their risk exposure. With a workforce of 2,400 experts in more than 50 offices, Swiss Re Corporate Solutions is a growing business unit within Swiss Re that is seeking entrepreneurial talent.

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- Demonstrated knowledge of arithmetic and algebra, administrative and clerical procedures including managing files and records, general economic and accounting principles, and principles and processes for providing customer service. This includes meeting established time and quality standards ensuring customer satisfaction.
- Proven ability working in globally located team situations, understanding and demonstrating sensitivity toward cultural differences.
- Demonstrated success working collaboratively in a matrix environment.
- Ability to establish priorities and to plan, coordinates, and monitor personal work plan maintaining status and oversight of multiple submissions.
- Strong interpersonal skills and ability to establish and maintain effective working relations with internal and external people in a multi-cultural environment.
- Excellent listening, reading, written, and verbal communication skills.
- Strong customer focus and service orientation.
- Can cope with changes in tasks and priorities.
- Ability to work independently and in conjunction with others.
- Proven analytical skills including ability to identify and report problems or errors while working with significant amounts of detailed information.