



**Junior Property Underwriter**  
*Birmingham, AL*



**CORE**  
SPECIALTY

# THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

## CONTACT US

For more information, please contact:

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## Essential Duties and Responsibilities: (Position based Birmingham, AL)

Work with underwriters in the property division to enable them to underwrite accurately and efficiently profitable books of business that also meet annual premium goals.

## Key Accountabilities/Deliverables:

- Perform within set timeframes to ensure appropriate response time and customer service for broker partners
- Assist underwriters with pre-qualifying accounts submitted by broker partners
- Prepare accounts to be modeled in a timely manner
- Prepare account assessment document for underwriters to review and negotiate with brokers
- Communicate with broker teams as needed
- Draft quotes and binders for underwriter review
- Conduct post-binding account changes/ transactions with underwriter review and sign off as needed
- Policy issuance and endorsement issuance within required timeframe
- Maintain accurate and timely status of accounts within systems throughout the underwriting life cycle
- Pursue professional development and training for development of product knowledge, skills for the role and any personal goals set with leader.
- Responsible for effective operation of internal controls and timely closure of Internal Audit and other actions
- Undertake general office administrative duties as and when required
- In addition to the above key responsibilities, you may be required to undertake other duties from time to time as the Company may reasonably require.

## Technical Knowledge and Understanding:

- Computer skills – good working knowledge of MS Office, Excel
- Ability to simplify, analyze and explain complex issues
- Ability to review processes and determine opportunities for improvement
- Ability to work at both an overview and detailed level
- Ability to manage time and projects effectively

## Experience:

- Undergraduate/Graduate Degree preferred
- Prior insurance experience preferred

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.