



Underwriting Assistant
Chicago, IL or Morristown, NJ



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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CORE SPECIALTY

Essential Duties and Responsibilities:

(Position based in Chicago, IL or Morristown, NJ)

This role will be responsible for providing administrative and underwriting support to the underwriting team.

Key Accountabilities/Deliverables:

- Highly organized, detail-oriented, and results driven
- Strong customer service skills
- Strong ability to multi-task by handling emails, LiveChats, and phone calls.
- Willingness to be flexible, learn on the job, and maintain a positive attitude.
- Strong collaboration skills
- Strong verbal and written communication skills.
- Provide general assistance and correspondence to underwriters, brokers, and other internal departments [billing, claims, operations, etc.]

Experience:

- 2 plus years in the professional/management liability marketplace (preferred)
- Prior Insurance Company or MGU experience (preferred)
- Experience working with support services, including IT and operations
- Bachelor's degree or equivalent experience
- Knowledge of Professional Liability insurance industry (preferred)
- Basic knowledge of insurance company operations, or similar experience.

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.