

Position Title: Underwriting Associate

Berkley Life Sciences has a great opportunity for an energetic, resourceful person desiring to excel and grow with our company. The Underwriting Associate pre-underwrites and researches submissions. Pre-underwrite all new line/endorsement submissions and stay within applicable binding authority. Identify opportunities for account rounding. Develop information and recommendation based on account analysis. Review account/policy rating instructions, risk analysis and provide new and renewal quotes. Coordinate account or policy pricing with underwriter. Candidate must be able to work independently.

Technical Skills & Competencies:

- Strong PC navigation skills, including knowledge of Windows operating environment.
- Knowledge of marketing principles
- Ability to work independently and in a team environment
- Detail oriented
- Resourceful
- Personal Accountability
- Strong communication skills. Ability to effectively interact with all levels of internal and external business partners.
- Strong customer service and telephone skills

Education and Experience:

- Property and Casualty license a plus
- High School, Associate Degree, required, Bachelors degree preferred
- Insurance experience or coursework preferred

How to Apply for this Position:

Please submit a current resume via email to hr@berkleyls.com. Additionally, you may contact us from the [“Contact Us” page on our website](#).

We believe that having a diverse work force and maintaining a work environment free from discrimination and harassment is important and contributes to success. Berkley Life Sciences is an equal opportunity employer.

For information about Berkley Life Sciences or our privacy policy, please visit our web site at

<http://www.berkleyls.com>.