



Job Title: Underwriting Intern

Reports To: Vice President of Underwriting and Internal Services

Department: Underwriting

FLSA Classification: Non-Exempt

About Us

Public Entity Partners was created to provide insurance coverage for local governments in Tennessee. With Staff experience in local government, as well as the commercial insurance industry, we pride ourselves in providing exceptional service to Public Entity Partner members. Our staff includes past city managers, city recorders, and insurance professionals with decades of experience. We relate to governmental entities because we work with them daily and we understand the unique challenges they face.

Job Summary

Under the direction of the Vice President of Underwriting and Internal Services, the Underwriting Intern will assist the Underwriting Clerk, Underwriting Coordinator and Underwriters in their daily job duties. Become familiar with all aspects of governmental insurance, including loss control, finance, claims and member services.

Job Responsibilities

- Assist with rating submitted applications.
- Assist with moving endorsements, submissions in the expiration list.
- Attend PEP annual symposium.
- Attend offsite meetings with members.
- Participate in special projects as directed by leadership.
- Spend time with other departments.
- Communication with members or agents regarding policy changes.

Qualifications

- Currently enrolled in a Risk Management/Insurance program.
- Proficiency in use of Microsoft Office: Word, Excel, PowerPoint.
- Ability to work independently.
- Strong interpersonal skills and ability to work harmoniously with others.
- Excellent oral and written communication skills Strong analytical skills.
- Valid Tennessee driver's license with a non-adverse driving history and reliable vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and listen. The employee must occasionally lift and/or move boxes, files, and materials up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee can expect to work in an indoor, office setting. The noise level in the work environment is usually quiet.

Public Entity Partners is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other status protected by the law and regulations.