

Underwriting Associate – Training Role for Future E&S Underwriter

Job Description

Description:

This is a developmental role designed to train and prepare the individual for a future career as an Underwriter at an Excess and Surplus (E&S) lines insurance company. The position provides administrative support, data entry, and information processing services while offering structured exposure to E&S underwriting practices, guidelines, and strategy. Candidates will be mentored by experienced underwriters and given progressive responsibilities with the goal of advancing into a full underwriting role.

Responsibilities:

Evaluate new business submissions under guidance to determine acceptability of risk in accordance with E&S underwriting guidelines.

Participate in formal and informal training to develop a strong understanding of E&S market dynamics, regulations, and territory-specific issues.

Assist with managing workflows, including new business, renewals, endorsements, and special projects.

Learn pricing methodology and rating components to support accurate and competitive quoting.

Support underwriters in risk analysis, financial review, and competitive benchmarking.

Build foundational underwriting judgment through exposure to strategic account review and documentation.

Develop and maintain strong relationships with brokers and internal partners to support business development goals.

Collaborate cross-functionally with operations, actuarial, and compliance teams.

Qualifications / Requirements:

Interest in developing a career in underwriting within the E&S insurance industry

Dynamic personality with a willingness to learn and grow

Strong organizational, analytical, and problem-solving skills

Ability to build and maintain professional relationships

Curious, flexible, and creative mindset with strong attention to detail

Competent in the use of technology and able to adapt to new systems

Team-oriented and capable of thriving in a fast-paced, collaborative environment

Excellent oral and written communication skills

Job Type: Full-time