



## COMMONWEALTH INSURANCE ADVANTAGE

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### **Underwriting Intern**

Fort Washington | Greater Philadelphia Area

Commonwealth is a market leader providing insurance brokers specializing in healthcare with multiple workers' compensation coverage options via several strategic insurance carrier partners. With an emphasis on fast, efficient service and a culture of finding a way to make tough deals work, we have a proprietary relationship with our chosen carriers and a trusted relationship with our brokers. In addition to workers' compensation coverage, Commonwealth Specialty Programs provide access to traditionally difficult to find liability coverage for both the emerging exposure of active shooter events as well as the shooting sports industry. To learn more about the company, visit <https://commonwealthinsure.com>.

### **The Role - Job Description**

We are looking for a driven Underwriting Intern with a basic understanding of insurance and risk management who is ready for an immersive, real-world experience. Under the supervision of our staff, the Underwriting Intern can expect to participate in the preparation of underwriting files, including risk analysis and pricing recommendations, along with practical experience in negotiation, communication, and Microsoft Office/Google Workspace. The ideal candidate should be a motivated team player who thrives in a role that requires analytical abilities in a fast-paced environment.

### **Underwriting Intern Responsibilities include:**

- Shadowing members of the Underwriting/Marketing team as they perform their day-to-day job duties
- Assisting with research, filing, data entry and organization for commercial lines' quote requests
- Work with document (Microsoft Word | Google Docs) and spreadsheet (Microsoft Excel | Google Sheets) on various projects as assigned
- Working with assigned mentor(s) and learning basic insurance underwriting, ultimately assisting in the process of preparing proposals for insurance as required

### **Underwriting Intern Requirements**

- Insurance | Risk Management degree a plus
- Strong analytical skills, with a passion for problem solving on the fly
- Strong communication skills, with the ability to articulate what's going on and why
- Ability to handle multi-tasking heavy environment
- Some proficiency in Microsoft (Word | Excel | PowerPoint) and/or Google (Docs | Sheets | Slides) products

**Job posting closes: once filled**

Commonwealth Insurance is committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities. If you believe you need a reasonable accommodation in order to complete any part of the application or hiring process, please send an email to [vadams@commonwealthinsure.com](mailto:vadams@commonwealthinsure.com). Reasonable accommodations will be determined on a case-by-case basis.

Commonwealth Insurance Advantage reserves the right to conduct a criminal background check, tailored to the requirements of a job, after a conditional employment offer is made. Unless otherwise required by law, we do not automatically exclude any applicant with a criminal conviction for a job or class or jobs.

**We are an Equal Opportunity Employer**

We are an equal employment opportunity employer and are committed to developing a diverse workforce and provide an inclusive work environment where everyone is respected, valued, and appreciated. We have zero tolerance for all forms of unlawful discrimination, and we will not support any action or initiative that infringes upon any human right.

**To Get Started, Please Send Us The Following Information:**

Provide a cover letter that includes:

1. Name, address, email and phone number
2. The specific internship position (listed at the top of this page) that you are interested in
3. Your current resume

***Send above to:***

Vanessa Adams at [vadams@commonwealthinsure.com](mailto:vadams@commonwealthinsure.com)

***If questions:***

Call Vanessa at 267-513-1976