Service Insurance Company

Title: Marketing and Customer Service Intern

Location: West Orange, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly

Start Date: 9/6/2017

Job Description: Each successful candidate will assist the Chief Underwriter with all aspects of the surety bond underwriting process and will be trained on:

- the various functions and types of surety bonds;
- how surety bonds differ from traditional insurance;
- the various roles involved in issuing surety bonds (agents, underwriters, CPAs, reinsurers);
- the components of a complete surety bond application;
- the underwriting process, including issuing and invoicing surety bonds;
- creating a procedures/continuity manual for existing production and claim processes; and
- the common challenges and pitfalls involved with underwriting surety bonds.

In addition to assisting the Chief Underwriter with the underwriting process, each intern’s individual responsibilities are outlined below. As some of the responsibilities overlap, we expect that each intern will work together as a team and assist each other as necessary.

Primary Responsibilities:

- Develop a plan to identify new prospects and building a database to integrate new prospects with existing clients;
- Develop agent/agency constant contact lists;
- Review and revise existing marketing materials and improving same;
- Develop weekly/monthly marketing updates;
- Review and analyze monthly production figures and developing a plan to increase production from existing sources;
- Assist with the design and implementation of an agent/agency incentive program;
- Develop and maintain the corporate calendar;
- Assist with customer account set-up, maintenance and tracking;
- Assist with telephone, email, website interface and reception during business hours as required.

Qualifications: Since successful candidates will be working with highly confidential financial information, they must possess the highest ethical standards, be able to maintain client and company confidences and will be required to sign a confidentiality agreement.

- Desired Majors: Information Management and Business Analytics, Finance or Marketing
- All Successful candidates must have a 2.75 GPA

Application Instructions: Please forward your resume to jburger@serviceinsurancecompany.com.