Service Insurance Company

Title: Business Analysis and Technology 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:

- Analyze the features and benefits of existing off the shelf surety bond management platforms and prepare cost benefit reports on each;
- Assist with the design, implementation and integration of new or upgraded surety bond management platforms;
- Review and update the Company’s website;
- Develop an effective SEO to enhance web-based business opportunities;
- Analyze the company’s data security procedures and assist with implementing improvements;
- Identify potential improvement opportunities through the use of technology;
- 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: Computer Science, Mathematical and Statistical Sciences.
- All Successful candidates must have a 2.75 GPA

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