Company Description:

AFM is a “best-in-class” middle market property insurer. We distribute our property insurance products and engineering solutions exclusively through a network of brokers. We value long-term relationships that provide the realization of greater value by deploying the skills of our highly trained account engineers and production underwriters.

We believe that clients don’t have to be vulnerable to catastrophic property loss. With nearly 180 years of engineering experience and research behind us, we have developed intelligent, cost-effective solutions that create opportunities to build resiliency into any middle market company.

Job Title: Intern AFM

Position Duration: May 2020 – August 2020; 37.5 hours per week

Salary Information: $18.00/hour

Job Description:

This position is accountable for applying classroom knowledge, gain practical employment experience, and explore areas of interest for future job opportunities post-graduation. This role will be a learning experience, but also aid the local AFM Office and one or more Production Underwriters and Account Engineers.

Job Responsibilities:

* Work closely with the Area Manager on training for underwriting and exposure-driven engineering
* Trail Account Engineers to learn the basics of occupancy, exposure-driven engineering, and basic risk assessment skills. Document initial feedback on the results of the visit and work with the Production Underwriter to determine the impact on the ability to move forward.
* Trail Production Underwriters on broker calls to gain experience in a professional environment, learning basic networking and sales skills. Assist the Production Underwriter in pre-call work for broker calls, including preparing any marketing material or handouts. Take notes during the meetings.
* Assist Management and Production Underwriters in preparing for and facilitating marketing events, which include Broker Appreciation Events and Policy Workshops
* Review specifications and set up limits/deductibles for potential new insureds
* Complete a large project that will take a large part of, or the entire summer, that will assist the office
* Deliver a 10-minute presentation to the staff at the end of the summer

Candidate Qualifications:

*Education*: High School diploma or equivalent. Currently working towards a College Degree with Business major.

*Experience*: At least 2 years working towards a College Degree with a Business Major, graduating in 2019 or 2020

*Skills*: Computer experience including basic working knowledge of Windows software applications such as MS Word, Excel, and Access. Keyboard and data entry skills with typing speed and accuracy; mathematical aptitude with the ability to resolve numerical miscalculations; sound organizational skills with attention to detail and accuracy; good oral and written communication skills; career oriented with a focus on quality performance and customer service, a professional demeanor and positive attitude.

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