

## Underwriting Service Specialist, Property (REMOTE)

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Company: Arch Capital Group

Location: Indonesia

Category: other-general

With a company culture rooted in collaboration, expertise and innovation, we aim to promote progress and inspire our clients, employees, investors and communities to achieve their greatest potential. Our work is the catalyst that helps others achieve their goals. In short, We Enable Possibility<sup>SM</sup>.

### **Primary Responsibilities may include but not limited to:**

Policy & endorsement issuance

File documentation and set-up

Review account information for data entry into appropriate systems

Order, prepare and/or update reports

Policy Rating and/or initial entry into rating model

Processing of various underwriting transactions and requests

Correspond with brokers for information at Underwriter's request

Booking/Invoicing

Coordinate services with other services units, as needed

Other duties and special projects as assigned

### **Key Competencies**

Analytical and problem solving ability

Detail-oriented

Customer-focused

Collaborative and team-oriented

Strong communication and organizational skills

### **Education and Experience**

Bachelor's Degree preferred

2+ Years experience in same or related field preferred

For individuals assigned or hired to work in California, Colorado, Jersey City, NJ; New York State; and/or Washington State, the base salary range is listed below. This range is as of the time of posting. Position is incentive eligible.

55,000 - 71,000.

Total individual compensation (base salary, short & long-term incentives) offered will take into account a number of factors including but not limited to geographic location, scope & responsibilities of the role, qualifications, talent availability & specialization as well as business needs. The above range may be modified in the future

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- [3. Underwriting Service Specialist, Property \(REMOTE\) Jobs Indonesia ↗](#)
- [4. Underwriting Service Specialist, Property \(REMOTE\) Jobs Indonesia ↗](#)
- [5. Underwriting Service Specialist, Property \(REMOTE\) Jobs Indonesia ↗](#)
- [6. Underwriting Service Specialist, Property \(REMOTE\) search Indonesia ↗](#)
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