



TOKIO MARINE

Tokio Marine Management
& Insurance Companies

Tokio Marine Management, Inc.

Job Description

Title	Underwriting Operations Support Intern
Department(s)	Field Underwriting Operations (PAS)
Reports to	Director, FUW Operations

Job Summary:

Assists Operations Manager by providing support for the Operations Department

Essential Job Functions:

1. Perform research, gather and organize information as requested.
2. Work with internal TMM systems and departments to set up new electronic filing system.
3. Perform word processing, develop and formulate spreadsheets, based on a variety of materials including correspondence, reports and charts.
4. Maintain logs, system data files, and other record keeping systems used in UW Operations.
5. Assist in creating training manuals as assigned.
6. Assist with policy audits.
7. Do basic loss run analysis
8. Assist the Underwriters in the completion of the Profile Form.
9. Cooperate with coworkers to foster a teaming atmosphere. Help department meet time service goals. Take an active role in team meetings and suggest ways to improve operating efficiency.
10. Learn organizational structure by interacting with other Insurance Company departments.
11. Responsible for complying with proper internal controls as necessary to conduct job functions and/or carry out responsibilities and/or administrative activities at Company.

Other Functions:

1. Knowledge of Microsoft Office applications (i.e. Word, Excel, Powerpoint, etc.) and Adobe Acrobat.
2. Possess excellent time management and organizational skills.
3. Works with minimal supervision.
4. Performing special projects and other duties as may be assigned.
5. Regular and reliable attendance.
6. Ability to work independently and part of a team.

Relationships and Contacts:

Internal:	Reports to:	Emilie Austria-Friscia
	Supervises:	None
	Coordinates with:	The Operations Team (Technical Assistants; Business Analysts, Underwriting Services Technicians and Managers)
	External:	None

Qualifications:

1. Pursuing a Bachelors or Masters degree – required
2. Strong oral and written communication skills

Additional Information:

HR USE ONLY	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
EEO Status	
Last revised	