

McNeil & Company

Endorsement Specialist Intern

WildPro Program

This position provides hands-on experience in commercial lines insurance, with a primary focus on policy endorsements and servicing activities. The individual will work closely with the WildPro team while gaining valuable exposure to underwriting operations and the insurance industry.

Key Responsibilities:

- **Policy Modifications**
Process endorsements involving the addition, deletion, or substitution of scheduled vehicles (trucks, vans, and trailers), as well as updates to driver rosters.
- **Coverage Changes**
Assist with Commercial Auto policy updates, including changes to limits, deductibles, and the addition of specialty coverages as business operations and exposures evolve.
- **Forms Management**
Accurately apply and attach Insurance Services Office (ISO) forms and proprietary carrier forms in accordance with company and carrier requirements.
- **Endorsement Processing**
Review requests, enter policy changes, and ensure endorsements are completed accurately and timely.
- **Administrative Support**
Assist with maintaining policy documentation, electronic files, and other operational tasks that support the WildPro team.

Professional Development Opportunities:

- Gain overall knowledge and experience in Auto and other commercial lines insurance.
- Learn about underwriting operations, policy servicing, and customer support processes.
- Participate in WildPro team meetings and training sessions.
- Attend company meetings, events, and activities to gain broader exposure to McNeil & Company and the insurance industry.

Contact:

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