



## Personal Risk Services Associate Program

*January and July Start Dates Available Nationwide*

Join an innovative leader in insurance brokerage and consulting.

### Launch Your Career with USI

Are you – or do you know – a recent college grad eager to gain new skills and experience in insurance brokerage and consulting? USI Insurance Services' Personal Risk Services Associate Program offers new associates an immersive, hands-on learning experience to develop the skills necessary to effectively deliver exceptional customer experiences and succeed in an increasingly competitive market.

Program participants receive in-depth experiential learning to prepare for client-facing and customer-oriented roles. As a new USI associate, you will gain practical experience helping personal risk clients with their insurance needs with mentorship support from industry experts. As you increase in confidence and understanding of the industry and USI's approach, you will receive new assignments with increasing levels of responsibility.

### What You'll Learn

- The USI ONE Advantage®, our unique process developed from over 500,000 client experiences and industry best practices.
- Fundamentals of risk management knowledge and expertise.
- Networking and relationship-building skills, professionalism and soft-skills development.
- Strategies to help clients protect what matters to them and how to advocate on their behalf.

## Program Overview

You will assist in all aspects of account management, including:

- Day-to-day account management of personal insurance accounts.
- Handling underwriter questions.
- Developing working relationships with.
- Maintaining client files with accuracy and consistency.
- Properly documenting files and communicating to involved parties in accordance with company workflows, procedures and best practices.
- Fulfilling client service needs, such as issuing evidence of property coverage and auto ID cards.

Participants will rotate between personal risk associate, marketing submission support and other client service roles to gain exposure to and a broad understanding of the prospect-to-client cycle.

## Candidate Qualifications

- Ongoing learner with the desire to grow into a fulfilling career servicing and protecting clients' needs and assets.
- Strong organizational and prioritization skills.
- Time management skills and ability to meet deadlines.
- Strong attention to detail and accuracy.
- Able to follow policies, procedures and regulations.
- Excellent verbal, written and interpersonal communication skills.
- Ability to work effectively, as well as independently, in a team environment.
- Strong customer service skills.
- Ability to take on a high level of responsibility, initiative and accountability.
- Proficiency in Microsoft Excel, Word and PowerPoint.

## About USI

USI is one of the largest insurance brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects over 10,000 industry-leading professionals from approximately 200 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities.

**Express Your Interest**  
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