



ORRICK

Insurance Consultant Orrick, Herrington & Sutcliffe LLP

Location: This position will be located in Wheeling, WV

Excellence, integrity, cooperation, individual respect, enthusiasm and pursuit of improvement. At Orrick, these core values make for a great place to work. Our over 1,000 attorney law firm is committed to providing the highest quality of legal service to advance the welfare of our firm and our clients. With offices throughout the United States, Asia and Europe, Orrick's goal is to become recognized as one of the greatest law firms in the world. This is an exciting time to join Orrick.

We currently have an excellent opportunity in our **Global Operations Center in Wheeling, WV** for an **Insurance Consultant**.

The Insurance Consultant position is a timekeeper position that provides support to attorneys in our Insurance Recovery Group. This group represents policyholders in the analysis of current, historic first and third-party commercial insurance policies.

Responsibilities:

- Analysis and/or reconstruction of key terms of insurance policies and coverage programs
- Organization of insurance policy evidence by reconstructing missing policies and coverage programs from secondary evidence
- Organization of insurance policies and existing policy library
- Answer questions and research policy terms and information about insurers
- Assist in advising clients on adequacy of policy terms and insurance market conditions
- Review corporate business records to support proof of past and missing insurance policies
- Conduct insurance company financials research
- Research history of insurance company policy issuance

Qualifications:

- BA or BS degree in a business related field required.
- Minimum of 10+ years experience in a broker or underwriting role required.
- Knowledge of commercial insurance products and relevant insurance regulatory frameworks required.
- ARM, CPCU and or other professional designations preferred.
- Legal experience desired but not required.

- Experience in a law or consulting firm specializing in insurance coverage work strongly desired.
- Possession of excellent oral and written communications skills required.
- Possession of excellent organizational skills required.
- Knowledge and skill in computers and graphics sufficient to allow construction of electronic coverage charts and to build electronic policy databases required.
- Knowledge of MS Excel required.
- Knowledge of MS Access and of Visio desired.

Orrick offers a friendly work environment, competitive salary, and excellent benefits.

Please visit **www.orrick.com** for more information about the firm.

Please send resume and cover letter to:**jobs@orrick.com**

No phone calls please.

AA/EOE