



MAGNOLIA GROVE

Job Description

Job Title:	Intern – Summer 2027
Reports to:	Anna Ruth
Department:	Magnolia Grove Insurance Services
Company Overview	Magnolia Grove was founded in 2022 by Justin Crawford and Beat Capital Partners with a clear mission: to provide brokers with a true environmental insurance partner that delivers specialized solutions for their clients. Through a strategic partnership with a strong carrier, Magnolia Grove combines deep underwriting expertise with longstanding broker relationships to build a market-leading environmental MGA platform. We focus on addressing the unique risks faced by contractors, consultants, facilities, and manufacturers. Our product offerings include Monoline Contractors Pollution Liability Coverage, Monoline Site Pollution Liability Coverage, Environmental Package Liability coverage, with Auto and Workers' Compensation solutions available in conjunction with our Environmental Package Liability policy for eligible environmental classes of business. By combining specialized environmental underwriting knowledge with responsive service and collaborative partnerships, Magnolia Grove is committed to helping brokers deliver comprehensive risk management solutions to their clients.
Job Purpose Summary:	The Intern works daily with underwriters/underwriting associates, assisting in the various tasks associated with the lifecycle of an account. Interns will also attend marketing events with brokers and meet with team members from Octave Ventures. Our goal is to provide the intern with a deeper understanding of underwriting within the Environmental E&S space and provide insight into pursuing a career within the insurance industry.
Direct Reports:	N/A
Core Responsibilities:	• Submission Clearance • Issuance Prep for all accounts • Policy issuance on a as needed basis • Assist with issuance of NOC's and NOR's • Process binders/endorsements on an as needed basis • Special projects as assigned In addition, all employees are to comply at all times with the PRA/FCA's Conduct Standards, namely: 1. You must act with integrity. 2. You must act with due skill, care and diligence. 3. You must be open and co-operative with the FCA, the PRA and other regulators. 4. You must pay due regard to the interests of customers and treat them fairly. You must observe proper standards of market conduct.

Essential Skills:	• Proficiency in Microsoft Office Word, Excel, and PowerPoint • Strong organizational and planning skills • Detailed oriented • Ability to be a team player and respond quickly to team requests • Customer service skills and ability to interact via phone and email with wide variety of people • Open to learning about the insurance industry
Desirable Skills	N/A

It is the nature of work of the Company tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.