



## **Broker Support Technician - BMS Bermuda**

BMS Bermuda is looking for an experienced Broker Support Technician to work closely with the CEO and colleagues to deliver the high standard of service our clients demand.

**The Role will include** the production of contract wordings and comprehensive underwriting presentations for both new and existing clients. It will involve maintaining a quote sheet and market sheet in Excel throughout the placement progress, and being involved with production and completion of Stage 2 signings. The successful candidate will be accountable for all aspects of service and support for the client, receiving and monitoring technical questions from underwriters and advising clients as to the responses required.

**Applicants will need** At least 5 years' experience in a reinsurance support role, with a strong understanding of reinsurance documents and a working knowledge of proportional treaty accounting and other relevant workings to monitor the receipt and processing of accounts. Applicants must be able to demonstrate the ability to work under pressure, excellent written and verbal communication skills including the ability to communicate effectively with senior management, and be highly numerate and analytical with strong attention to detail.

To apply, please send a copy of your resume to: Laura Cross, HR Business Partner at [HR.Helpdesk@bmsgroup.com](mailto:HR.Helpdesk@bmsgroup.com)

For more information about the BMS Group please visit our website [www.bmsgroup.com](http://www.bmsgroup.com)

Closing date: December 2, 2011