

# Amlin

Amlin Bermuda, branch of Amlin AG, which is a subsidiary of Amlin Plc, a LSE quoted insurance group underwrites reinsurance on a worldwide basis, specializing in catastrophe business. We are currently seeking applications for the position of **Technical Assistant**.

The purpose of the role is to assist the Underwriting Team in ensuring accurate data is captured and workflow deadlines are achieved in underwriting a portfolio of business in accordance with the business plan and the guidelines determined by the Amlin AG Board.

## **Key Responsibilities:**

- Assist the Underwriters in quoting, underwriting, servicing and processing business for the relevant portfolios in accordance with the business plan and Amlin Bermuda's underwriting procedures and guidelines
- Maintain a suitable working knowledge of all classes of business
- Ensure knowledge of all systems remains up-to-date, specifically Room Subscribe, Randall Lyons WASP
- Ensure timely and complete processing of all policies
- Ensure, maintain and be responsible for accuracy of data within the underwriting systems including all linked processes
- Oversee and maintain electronic filing system
- Capture all inward submission data and all subsequent data on a per policy basis
- Ensure an audit of work process for individual accounts is present, i.e. capturing of all email correspondence (internal and external)
- Data entry within the S2000 system across all classes of business
- Ensure that the S2000 system is updated in a timely manner with respect to risk entry utilising the Microstrategy tool to monitor this
- Receipt of Account Closing Advices and checking against premium instalments within S2000 – any discrepancies to be brought to the Underwriters' attention or directly liaising with the broker as appropriate
- Adhoc reporting using the Microstrategy tool when appropriate / upon request
- Assist with “User Acceptance Testing” for system upgrades
- Actively participate in the regular underwriting meetings

## **Minimum Qualifications, Skills and Experience**

- Bachelor's degree is preferred but not required
- Possession of or progression towards an industry related certification (i.e. ACII or CPCU) is preferred but not required
- 3-4 years of administrative or related experience
- Work or internship experience in insurance/reinsurance industry is preferred but not required
- Strong proficiency in Microsoft Suite of applications with advanced skills in Excel and Management Information Reporting
- Strong ability to prioritize workload according to volume, urgency, etc
- Meticulous organizational skills and the ability to pay attention to detail and multi-task
- Excellent problem-solving skills to identify problems and to identify resolutions or escalate to the appropriate person
- Aptitude for learning Insurance/Reinsurance terminology (i.e. premium, deductible/retention, limit, loss ratio, expense ratio).
- Well developed business and social skills and capabilities for strengthening client / broker relationships
- Excellent oral and written communication skills coupled with strong negotiation skills

Interested persons should apply directly to the Human Resources Manager, Amlin Bermuda, 141 Front Street, Hamilton HM 19, Bermuda (441) 248-1500 or via email at [Lisa.Finnerty@amlin.bm](mailto:Lisa.Finnerty@amlin.bm).

Closing date: Thursday, March 15<sup>th</sup>, 2012