

Team Leader, Medical Underwriting

BF&M Life Insurance Group is seeking an enthusiastic individual to join our Underwriting team as a **Team Leader, Medical Underwriting**.

The Team Leader, Underwriting has primary responsibility for the effective and efficient day to day operation of the Underwriting Department. The Team Leader provides direct supervision to staff and liaises with providers, clients, contractors, off site vendors, IT, operational management, off site distribution outlets and other departments as required.

Role and Responsibilities include, but not limited to:

- Scheduling and effective application of resources; implementing department wide processes.
- Monitoring and adjusting workflow and portfolio management to adjust for variances in case volumes and areas of increased risk.
- Ensuring Service Levels are met in accordance with applicable Service Level Agreements and Service Charters.
- Primary responsibility for evaluating completeness, accuracy and department performance through internal case reviews.
- Recommending staff performance measures in collaboration with individual staff members and departmental Management.
- Interaction and communication with distribution outlets, clients, and BF&M Departments.
- Providing leadership and development to underwriting staff.
- Responsibility for the adherence to BF&M and Underwriting Department policies and procedures.
- Assisting underwriting staff in resolving conflicts arising with internal and external clients.
- Clarifying case decisions to internal and external clients.
- Maintaining Underwriting and Operational Manuals
- Participation in Department and Company-wide projects

Qualifications:

- Associates Degree, LOMA/FLMI/ ALMI/ALU designations or equivalent work experience
- A minimum of three years related work experience
- Experience with applying the fundamentals of risk selection
- Understanding of and experience applying reinsurance concepts
- Understanding of the concepts of Customer Service excellence
- Ability to prioritize, delegate, and meet deadlines
- Strong interpersonal, organizational, and problem solving skills
- Strong communication skills both written and oral
- Working knowledge of MSOffice products such as Word, Excel, and Power Point
- Working knowledge of the AS400 environment would be considered an asset
- Working knowledge of internal audit and compliance related activities
- Working knowledge of the use of reinsurance manuals

Interested applicants should apply in writing, with references, to:

*Vice President, Human Resources
BF&M Insurance Group
P.O. Box HM 1007, Hamilton HM DX
or fax: 441-295-9242 - e-mail: bfmjobs@bfm.bm
Deadline for application is October 5, 2012
BF&M is an equal opportunity employer*