



Assistant Underwriter – Property Reinsurance

Aspen Bermuda Limited is a class 4 insurance company operating in Bermuda. We write a significant book of property treaty reinsurance and a growing amount of casualty and management liability insurance. We have a reputation for progressive management and a flexible, client orientated approach, underpinned by global underwriting expertise.

We invite applications for the position of **Assistant Underwriter**. This position reports directly to a Senior Property Reinsurance Underwriter but will be responsible for providing support to the entire Property Reinsurance Underwriting team while developing the necessary skills set within a defined authority to accept risk in the underwriting of a profitable account.

This role carries with it the following core responsibilities and duties:

- Support the Underwriters in their day- to- day work
- Preparation of detailed pricing reviews for new and renewal accounts, including wordings analysis, for internal peer review
- Deal with queries from Brokers and/or Clients
- Register and distribute all incoming enquiries and maintain efficient filing systems
- Provide general administrative support, including file maintenance and ensuring the in-house database (Subscribe) contains accurate and timely information
- Comply with external and internal regulatory and statutory policies, procedures and regulations
- Contribution to the development and successful implementation of the divisional business plan
- Involvement in Broker and Client relationship management, including visits and travel where necessary
- Operate as an effective team member by supporting colleagues and contributing in the delivery and achievement of overall team and business objectives

The successful candidate is expected to have the following qualifications, skills and experience:

- University Graduate, with strong mathematical/analytical skills
- Significant progress towards, or achievement of ACII/CPCU qualification
- Minimum three years reinsurance experience, **ideally** within the Property Reinsurance market
- Good written and verbal communication
- Numeracy and literacy
- Adaptability to change in a fluid commercial environment
- Self-confidence,
- Commercial acumen
- IT Skills: Microsoft packages, basic programming, database and internet software

This is an excellent opportunity to join the well established Bermuda office of a successful insurance and reinsurance company.

To apply, please send a covering letter and résumé marked private and confidential to the:

Head of Human Resources, Bermuda
Aspen Bermuda Limited
141 Front Street
Hamilton HM 19
bermudahr@aspen.bm

Closing date March 27, 2013.

This is a new position; therefore, it is not being advertised in conjunction with a work permit renewal!