



TOKIO MARINE
T M R

Tokio Millennium Re Ltd. **requires a** **Claims Analyst**

Tokio Millennium Re Ltd. is a subsidiary of Tokio Marine and Nichido Fire Insurance Company Limited, Japan's oldest and largest non-life insurance company, and is engaged in property & casualty reinsurance and in market solutions. The company is seeking applicants for the role of Claims Analyst.

Duties and responsibilities will include:

- Coordinate, adjust and process claims for various accounts and lines of business including catastrophe, per risk, standard lines, and proportional accounts as assigned.
- Appropriately review coverage, assess and establish reserves, and authorize payments within the terms and conditions of the reinsurance contract and individual claim authority levels.
- Identify coverage issues and disputable claims in accordance with the claims manual and work with the Claim manager in managing disputes.
- Preparing claims reports for the Claims Manager ensuring all claims information is accurate and complete.
- Claims set-up using G4RI, including manual calculations and processing of IBNR, reinstatement premium and identifying and reviewing Additional Case Reserves as required
- Appropriately assist on reinsurance funding as required
- Ensuring compliance with Japanese Sarbanes Oxley and the stated processes and guidelines set out by Tokio Millennium Re regarding claims handling

The successful applicant will possess the following:

- A minimum of 5 years' claims experience in the property and casualty insurance/reinsurance industry with preferably 3 years handling primary insurance claims.
- A minimum of a Bachelor's degree or equivalent is preferred.
- Completion or in the final stages of an insurance/reinsurance designation such as the AIC, ARe, CPCU or equivalent
- Superior communication and interpersonal skills.
- Strong computer skills with thorough knowledge of MS Word, Excel and Genius software.
- Working knowledge and understanding of G4RI or similar claim system.
- The ability to organize and prioritize a demanding work load.
- A strong work ethic, commitment to meeting deadlines and the flexibility to work overtime, on weekends and/or public holidays is required for this position.

Interested applicants please submit a detailed resume along with two employment references to:
Tracy Shott at tmrjobs@bes.bm or in writing to:
Tracy Shott, BES Ltd.,
77 Front Street, Hamilton HM 12.

Closing date for applications: April 24, 2013

Background checks will be conducted on short-listed applicants

Bermuda Executive Services Limited

Tel: 441 296-5627 • info@bes.bm • www.bermudaemployment.com

