



Underwriting Assistant

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 **Underwriting Assistant for our Excess Casualty and Management Liability Underwriting teams.**

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

- Support the Underwriters in their day- to-day work
 - Provide general office support as applicable
 - Photocopy and scan in broker's slips and enter details accurately into Subscribe (in-house database)
 - Database management
 - Respond appropriately to queries from Brokers and/or Clients
 - Participate and acquire knowledge and understanding of the underwriting business planning process
 - Delivery of Management Reports
- Perform other duties as directed by the Excess Casualty and Management Liability Underwriters.

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

- University Graduate preferred
- ACII/CPCU qualification preferred but not essential
- Minimum 2 years in a similar position
- Good written and verbal communication
- Adaptability to change in a fluid commercial environment
- Must be able to prioritize workload and work without direct supervision
- Team player with a "can do" attitude
- IT Skills: Microsoft packages, 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 is May 15, 2013.