



AMERICAN INTERNATIONAL COMPANY LIMITED

Invites applications for the position of:

Insurance Officer

We are seeking applications for an Insurance Officer in our Global Risk Solutions Department. The Insurance officer is responsible for providing comprehensive service to clients and brokers while maintaining and developing existing business. Additionally, they will provide strong technical support to the Account Relationship Manager.

Duties and Responsibilities:

- Manage insurance related program queries from clients and local AIG offices
- Review reinsurance slips and ensure that policies issues are concurrent with the slips
- Review policy wordings issued by local AIG offices for our programs
- Assist with the financial evaluation process of reinsurance panels
- Manage all aspects of the administrative process on multinational risk management programs
- Provide guidance and training to junior staff within the division where applicable
- Ensure that we meet all Key Performance Indicators (KPIs) for each program under our control

Qualifications and Experience:

- 3-5 years experience of a commercial insurance class of business within an underwriting or broking environment
- A university graduate, ACII or CPCU designation or progress towards completion of the designation
- Good analytical skills
- Ability to communicate at all levels
- Computer skills, particularly knowledge of MS Word and Excel are a requirement

A detailed résumé should be sent in confidence to:

**Human Resources Generalist
American International Company Limited
P.O. Box HM 152, Hamilton HMAX
or email: sady.kelling@aig.com**

**Applications must be received by
August 30, 2013**

**American International Company Limited is an
Equal Opportunity Employer**