



## AXIS SPECIALTY LIMITED

### UNDERWRITING ASSISTANT

AXIS Specialty Limited is a wholly-owned subsidiary of AXIS Capital Holdings Limited, a NYSE-traded company and global provider of specialty lines insurance and treaty reinsurance with offices located in Bermuda, North America, Europe, Singapore, Australia and Latin America. We currently invite applications for the role of **Underwriting Assistant**.

This position is responsible for providing a high level of underwriting support for the **Reinsurance** department, such as processing new and renewal business, including maintenance of records and materials, and performing related work as required.

#### **Key Responsibilities:**

- Responsible for the clearance of submissions and the initial screening process of the accounts
- Prepare renewals for underwriting review and evaluation for quotations and binders
- Input treaty and underwriting data into systems, and maintain system coding
- Run Business Object Production and treaty performance reports as requested by the underwriters
- Perform administrative functions, including setting up bound files, scanning documents, and preparing and distributing binder letters
- Liaise with the claims/accounting departments during the quarterly/annual close process
- Perform User Acceptance Testing on new systems as necessary
- Perform ad-hoc projects and any other duties as required

#### **Qualifications, Skills and Experience:**

- Previous experience in an underwriting environment preferred
- Proficiency with MS Office (Excel, Word, Outlook)
- Experience with SICs
- Good verbal and written communication skills
- Strong work ethic with a focus on accuracy and attention to detail
- Ability to prioritize workload, multi-task under time constraints, and handle a fast-paced environment during peak renewal seasons
- Team player with excellent interpersonal skills
- Flexibility to work overtime when required

AXIS offers a competitive compensation and benefits package, and interested individuals should apply in writing, including a CV, to:

Human Resources Manager

AXIS Specialty Limited

P.O. Box HM 1254

Hamilton HM FX

Or E-mail to: [bermudarecruiting@axis.bm](mailto:bermudarecruiting@axis.bm)

**REF: REUA**

Closing Date: September 3, 2013      No Agencies Please