



XL Insurance (Bermuda) Ltd, a subsidiary of XL Group Ltd, is seeking applications for the following position

Assistant Manager – Underwriting Support

BASIC FUNCTION

This position will be responsible for the management of underwriting support staff within the CPO department while promoting teamwork and collaboration in a partnership with the underwriters that the unit supports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the Underwriting support staff of Underwriting Assistants and Senior Underwriting Assistants including coaching, counseling, goal setting, development, performance management and cross training
- Maintain open communication with the underwriters that the unit supports in order to foster partnership and teamwork
- Identify and communicate regulatory compliance issues and ensure compliance of the unit with Internal Audit, Peer Reviews and FIC audit recommendations
- Manage work in process and ensure the team achieves all service delivery, timeliness, productivity and quality goals in compliance with predetermined work flows and procedures
- Review and manage production and quality control reports and take appropriate action (eg data quality, reinsurance, production status control reports)
- Provide direction to staff in day to day operations and coordinate schedule for sick / vacation time; effectively manage back up staff as needed
- Responsible for workload balancing, overtime approval and staff sourcing in coordination with the CPO Manager
- Act as the point person for communication to the team and to the leadership team within CPO on progress of unit
- Maintain effectiveness when experiencing changes in work responsibilities or environment; adjusting effectively to work within the new structures, processes, requirements or culture
- Translate Quality, Timeliness, Productivity and Service Delivery requirements into individual, team and unit performance goals, recommends how and when performance measurements will be done and how to collect performance data
- Establish the unit and individual goals with the CPO Manager
- Support IT development efforts as a subject matter expert
- Other duties may be assigned

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited college or university
- 3 or more years Management experience with strong communication and interpersonal skills
- 3 or more years experience in Commercial Property and/or Casualty Insurance with direct experience in rating, coding, or underwriting assistant role
- 3 or more years of experience with insurance operating systems (rating, coding, issuance, recording and tracking policies: service support) such as GENIUS
- Advanced knowledge of commercial P&C insurance products, policy forms, regulatory requirements and tools such as ISO, NCCI, Regulatory and other informational web sites
- Advanced Insurance studies (i.e. CPCU, ACII, AR, ARE) would be preferred
- Highly computer literate with knowledge and experience in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Proactive, independent worker with strong time management, problem solving and analytical skills
- Must be able to handle multiple priorities and work with limited direct supervision
- Minimal travel may be required
- Must be able to work overtime when required

First preference will be given to Bermudians or Spouses of Bermudians

XL Group plc, through its subsidiaries, is a global insurance and reinsurance company providing property, casualty, and specialty products to industrial, commercial, and professional firms, insurance companies and other enterprises on a worldwide basis. Its principal executive offices are located at No. 1 Hatch Street Upper, 4th Floor, Dublin 2, Ireland. More information about XL Group plc is available at www.xlgroup.com.

The Company offers an attractive compensation and benefits package and the opportunity for growth in a dynamic business environment.

Interested persons should apply online via the XL Group website at www.xlgroup.com

Alternatively, written applications, together with an updated resume marked Private and Confidential, can be delivered to:

XL Services (Bermuda) Ltd

Human Resource Department, Recruitment
O'Hara House
One Bermudiana Road
Hamilton HM 08
P. O. Box HM 2245
Hamilton HMJX
BERMUDA

PLEASE QUOTE REFERENCE# 299840

CLOSING DATE: Wednesday, October 16, 2013

NO AGENCIES PLEASE