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Senior Analyst

On behalf of our client, we are seeking a critical thinker who enjoys working in a small but growing and dynamic team who thrives in an analytical environment where detail orientation is critical. Our client is a privately owned international insurance and reinsurance company underwriting a diversified portfolio of business worldwide. They are inviting applications for the following position:

Senior Analyst

The main purpose of this role is to provide administrative support for the underwriting team. The successful candidate will possess excellent interpersonal and computer skills. Your primary duties will include:

- Compliance functions including binder review and adherence, quality assurance reviews, Lloyd's syndicate liaison
- Handling subscriptions; entering "live" accounts and performing cash allocation
- Assist with audit preparation, ensuring files are audit ready and coordinating with auditors as needed
- Monitor premium receipts and liaise with brokers and Lloyd's syndicate
- Prepare policies, quotes/binders as needed
- Manage the Insurance Premium Tax process; prepare spreadsheets, submit invoices to clients, submit spreadsheets to Lloyd's syndicate, resolve queries
- Assist with ad-hoc projects as needed

To succeed in this role it is necessary to work diligently to strict deadlines and enjoy contributing to a fast paced and professional working environment. You will take ownership of your work in this role and be a team player.

An associate degree is highly desirable with a minimum of 5 years' insurance experience, ideally performing similar functions in the (re)insurance industry. Technical experience with Subscribe or Genius is preferable. A proven track record of optimal professionalism is essential.

To apply please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquiries will be dealt with in strict confidence.

Closing date: January 24, 2014

Only Bermudians or Spouse of Bermudians will be considered for this role.