

Underwriting Technical Assistant

The Horseshoe Group is the foremost independent insurance manager dedicated to the Reinsurance and Insurance-Linked Securities market and offers a broad array of management and advisory services.

Our underwriting department is looking for a highly motivated individual to join our dynamic organization.

Responsibilities include but are not limited to:

- Obtain and review underwriting documentation from brokers
- Update and maintain accurate information in underwriting system
- Diarize and liaise with Underwriter and other relevant parties to ensure timeliness of transactions and that milestone dates and deadlines are met
- Ensure appropriate sign-off on underwriting documents
- Maintain online documentation and ensure timely correspondence with investment managers
- Enter claims information in underwriting system
- Assist with the creation of relevant underwriting reports
- Produce and distribute weekly underwriting status reports
- Prepare ad hoc underwriting reports as directed
- Other responsibilities as directed to ensure quality client service

Required qualifications and skills:

- Minimum 2-3 years of experience in Insurance/Reinsurance
- Proven progress toward relevant insurance designation (CPCU, ARe)
- Proficient skills in Microsoft Office suite
- Strong organizational skills and ability to meet deadlines under pressure
- Enthusiastic and strongly motivated self-starter
- Excellent verbal and written communication skills
- Must be a team player
- Able to work overtime and on weekends when required

This is an excellent career opportunity with a fast-paced growing company.

Applications will be dealt with in strict confidence and interested candidates can apply **before April 16, 2014** in writing or via email to:

Horseshoe Group
Emporium Building | 69 Front Street | Hamilton HM12
careers@horseshoe.bm

NO AGENCIES PLEASE