

Insurance Operations Executive

HSBC Insurance (Bermuda) Limited

Closing date: 15 April 2015

HSBC Insurance (Bermuda) Limited, the HSBC Group Captive insurance company (the "Company"), has an exciting career opportunity available within its insurance operations function. Working in tandem with the Insurance Operations Administrator, the successful candidate will engage in a wide-ranging role providing operational support to the underwriting, claims and finance functions of the Company.

Major responsibilities

- Receiving, reviewing and confirming the accuracy and completeness of premium and claims data (including bordereaux) received from third party fronting insurers
- Working with the Underwriter, Head of Finance, Head of Claims, and Operations Administrator to ensure timely and accurate booking of such data into the Company's system of record
- Managing the relationships with fronting insurers from an operational standpoint
- Managing major projects as dictated by Senior Management, with a particular emphasis on the streamlining of processes and systems

Minimum qualifications

- University degree with at least 5 years operations experience in the insurance industry (a working knowledge of Employee Benefit risks may be advantageous)
- Ability to work effectively in a team environment, cross-train and provide support to other team members, mentor and display initiative
- Strong expertise in Microsoft Excel and proficient in use of all Microsoft Office software
- Good written and oral communication skills

Interested applicants are invited to apply by sending your résumé and cover letter to:

Email:
recruitment.dept@hsbc.bm

Fax: 299 6524

Post: Recruitment Department,
Human Resources, HSBC
Bank Bermuda Limited, 37
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at www.hsbc.bm. All enquiries will be held in strict confidence.

