



## Technical Assistant

Aspen Bermuda Limited ("ABL") is a class 4 insurance company operating in Bermuda. We write a significant book of property treaty reinsurance and a growing amount of casualty and management liability insurance. We have a reputation for progressive management and a flexible, client orientated approach, underpinned by global underwriting expertise.

We invite applications for the position of **Technical Assistant** for our **Reinsurance Underwriting Services Team** which reports to the **Regional Underwriting Services Manager**.

**This role carries with it the following core responsibilities and duties:**

- Provide support to a team of Underwriters in their day to day activities
- Provide timely, complete and accurate data to Underwriters to enable effective portfolio management and audit trail
- Provide certificates or other documentation to cedants or brokers
- Handle queries from brokers relating to premium variances and premium adjustments
- Create and maintain policy files including preparing and issuing policies
- Deal with queries by telephone/letter/email from external parties and ensure prompt resolution
- Liaise with Credit Control to manage aged debt and timely premium processing
- Timeliness in generating quote documentation and queries
- Manage the Submission Log to track all submissions and bound accounts
- Ensure data is entered correctly into the system
- Assist on special projects as required

**The successful candidate is expected to have the following qualifications, skills and experience:**

- ACII/CPCU or other industry qualification preferred but not essential
- Minimum of 2 years reinsurance experience required
- Good written and verbal communication skills
- Must be able to prioritize workload and work without direct supervision
- Strong grasp of financial analysis
- Proficiency in Microsoft Excel

To apply, please send a covering letter and résumé marked private and confidential to the:

Head of Human Resources, Bermuda  
Aspen Bermuda Limited  
141 Front Street  
Hamilton HM 19 bermudahr@aspen.bm

Closing date is September 25, 2015.