

# Expertise

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## Technical Assistant

Our client, Fidelis Insurance, is a global provider of specialty insurance and reinsurance products for property, energy, marine and aviation risk classes. Fidelis employs a total return strategy by tactically shifting capital and risk between insurance and investments to maximize the return on equity across market cycles. Fidelis is rated A- (Excellent) by A.M. Best Company, Inc.

The Technical Assistant will provide long-term underwriting and administrative support to the Underwriting team, ensuring accurate data is captured and workflow deadlines are achieved.

### Duties & Responsibilities:

- Manage all administrative requirements for the Underwriting team
- Assist the Underwriting team in servicing and processing business within the relevant portfolios in accordance with underwriting procedures and/or guidelines
- Liaise with Underwriters to confirm policy issuance instructions for manuscript policies, endorsements, forms, notices, certificates, etc.
- Manage all inward submissions and email correspondence in conjunction with the Underwriters, and Underwriting Assistants
- Perform pre-analysis support for submissions, endorsements, and other incoming documents based upon predefined underwriting rules and/or guidelines
- Calculate base rating and apply modifications for Underwriter review
- Maintain understanding and familiarity with reinsurance placement and provide assistance in putting the Underwriting Package together for the reinsurance provider
- Rate premium changes for premium bearing change requests
- Accountable for completeness of contents of underwriting package prior to handover to Underwriter for risk analysis/risk selection process
- Ensure, maintain and be responsible for the entry and accuracy of data including aggregation and RDS data within all underwriting systems including all linked processes
- Monitor premium payments and liaising with credit control, ensuring premiums are received before premium due date
- Assist with Account Receivable collections when required

### Minimum Qualifications, Skills & Experience:

- Minimum 3 years' experience in a technical support capacity within the (re)insurance industry
- Strong desire to forge a strong, long-term Technical Assistant career
- Bachelor's Degree and coursework completed toward relevant commercial insurance industry designation preferred
- Advanced knowledge of commercial insurance policy forms and regulatory requirements
- Competency in MS Office applications and Adobe Standard required
- Ability to perform basic algebra functions in all units of measure, including the use of whole numbers, common fractions, decimals, computing rate, ratio and percent and the ability to interpret bar graphs and charts
- Excellent written and oral communication skills
- Strong interpersonal skills, ability to prioritise and manage time

To apply please send your resume to [bdajobs@expertise.bm](mailto:bdajobs@expertise.bm) or apply online at [www.BermudaJOBS.com](http://www.BermudaJOBS.com).

All enquiries will be dealt with in strict confidence.

Closing Date: October 7, 2015

**FIDELIS**