



**Looking for a change?
We'll help you get there.**

► **MANAGER, CLIENT SERVICES**

Our client, Valor Management Ltd. is a Bermuda based Insurance Manager that provides administrative services for member companies within Valor Group Ltd. (Valor Group), primarily based in Bermuda and Barbados. Valor Group, a company listed on the Bermuda Stock Exchange, is a multi-billion dollar financial services group that offers custom tailored life insurance and annuity product solutions to high net worth clients worldwide from their offices in Bermuda, Barbados, Liechtenstein and Ireland.

Valor Group's continued growth has resulted in the need for a highly motivated professional to join the Operations and Client Services team of Valor Management Ltd. as **Manager, Client Services** reporting directly to the Chief Operating Officer.

Key Duties & Responsibilities:

- Reviewing new case submissions to ensure company protocol and risk standards are met
- Liaising with and advising Distribution of new case submission requirements
- Building evidence in client case files for underwriting and reinsurance review
- Assisting with the issuance of new policies
- Developing a thorough understanding of policy ownership structures involving individuals, trusts and corporations
- Monitoring Subjects and Distribution for AML/ATF compliance
- Establishing and building new company relationships with Distribution and referral sources
- Assisting Distribution with product and business inquiries
- Generating complex insurance illustration reports to meet a variety of Distribution requests and tax code requirements
- Supporting systems and product development initiatives
- Communicating with internal and external stakeholders regarding Client Services and Operations business unit needs

Qualifications / Experience:

- University degree, preferably in marketing or business
- Minimum 3 years successful work experience in the international insurance and/or annuity industry
- Solid understanding of AML/ATF and KYC procedures as it relates to individuals, trusts and corporations
- Ability to manage multiple priorities in a fast paced environment
- Proficient with the Microsoft Suite of Products

The successful applicant may need to work long hours, including weekends and public holidays when necessary, to meet deadlines.

Interested applicants should apply online at www.frontier.bm to job code **B038304** in the Job Seekers section or via email to info@frontier.bm. Please include a current resume and cover letter.

Closing Date: November 6, 2015

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