



Underwriting Assistant

Job Number: 14001298

Close Date: February 15, 2017

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MAXIMIZE your opportunity

We are seeking an Underwriting Assistant who will be a team player within the Underwriting Support Unit of the Middle Office Operations team and will perform tasks to directly support the Underwriters. The Underwriting Assistant will perform underwriting support activities with regard to basic deal structuring, risk analysis and quoting related to template underwriting authority transactions (e.g., renewals, non-premium bearing midterm changes).

What will your essential responsibilities include?

- Collect account and insured information for risk analysis by communicating directly with Brokers on behalf of the Underwriters
- Liaise with Underwriters, Brokers and Reinsurers on behalf of the Underwriting Support Unit
- Liaise with Underwriters to confirm policy issuance instructions for manuscript policies, endorsements, forms, notices, certificates, etc
- Perform pre-analysis support for submissions, endorsements, other incoming documents based upon predefined underwriting rules and/or guidelines
- Calculate base rating and apply experience modifications as part of Underwriting package completed by Underwriting Support Unit for Underwriter review
- 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
- Create and maintain electronic file for accounts as required for Sarbanes Oxley and Internal Audit Guidelines
- Accountable for accuracy of data entry completed
- Collaborate and correspond verbally and in written format with Underwriting Support Unit team members and others in Middle Office Operations team as needed to perform tasks
- Potential to participate in projects where the Unit may be requested to provide Subject Matter Experts related to the Underwriting Support Unit
- Assist with Account Receivable collections when required

UNLEASH your potential

We're looking for a couple who have these abilities and skills:

- Bachelor's degree or 5 years related insurance experience and/or training; or equivalent combination of education and experience
- 1-3 Years Commercial Insurance experience with direct experience in rating functions and policy issuance
- Advanced knowledge of commercial insurance policy forms and regulatory requirements
- Coursework completed toward CPCU, ARM or other relevant commercial insurance industry designations preferred but not required
- Basic competency in MS Office applications: Word, Outlook, Excel and Adobe Standard required
- Excellent written and oral communication skills
- Strong interpersonal skills in order to work effectively and professionally with diverse groups
- Proven organizational and problem solving skills
- Proven prioritization and time management skills with accurate results
- Client Service experience
- 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

Interested in this role?

Please email your application to: bermudahumanresources@xlcatlin.com or send to XL Catlin, O'Hara House, One Bermudiana Road, Hamilton HM 08 (P) 292-8515

Be sure to:

1. Include the Title in the email subject.
2. Attach your current resume/CV to the email.
3. Send your email before the posting closes (date listed above).

DISCOVER your future

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