



HAMILTON RE

We're writing the future of risk. Come join us.

Hamilton Re is the Class IV Bermuda reinsurer of Hamilton Insurance Group, the Bermuda-based holding company for insurance and reinsurance operations that underwrite property and casualty risks in Bermuda, the United States and at Lloyd's. Our company leverages analytics and research to create underwriting and investment value for our clients and shareholders.

We're looking for an Underwriting Assistant

Reporting to the Chief Underwriting Officer, this professional will provide support to Hamilton Re's underwriting teams, assisting in all phases of the underwriting cycle, across various lines of business. In doing this and other tasks, you must also want to push the limits of your knowledge and skills. We at Hamilton Re are serious when we say we're writing the future of risk; and we need truly ambitious professionals to help us determine that future for our industry.

What you will help us do

In keeping with the aforementioned overarching responsibilities, you will be asked to carry out a number of specific actions:

- Receive submissions, download information and set up new business and renewal files;
- Assist underwriters with modeling, underwriting and quoting business;
- Assist underwriters with preparation and issuance of quotes, binders, authorisations and endorsements;
- Ensure timely logging and accuracy of all underwriting data within the underwriting and other relevant business systems;
- Reconcile entries between our underwriting system and accounting platform; and
- Assist with system testing, ad hoc projects and research work.

What you require for the job

- A university degree, ideally with a concentration in business or numeracy
- 1-2 years relevant experience in a similar role would be beneficial
- Well-developed computer skills including proficiency in Microsoft Excel, Word and PowerPoint
- Strong written and verbal communication skills
- A willingness to learn and to push the limits of your knowledge and skills in a fast-paced environment
- Must be Bermudian or hold Bermudian status

Beyond asking you to take all these actions and fulfill these requirements, we will ask you to Be smart, Be sensible, Be open and, above all else, Be more—strive harder, reach further, never give up. These First Principles are the intellectual and moral compass of everyone at Hamilton. They shape the way we build our team, the way we work and the way we will prosper.

STRONG REFERENCES REQUIRED

Interested persons should apply no later than
Friday, June 2, 2017 and direct their application to:

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