

STRONG. PROGRESSIVE. GROWING.

BF&M

UNDERWRITING ASSISTANT

BF&M Limited ("BF&M") offers residential and commercial property, casualty, motor and marine insurance products, as well as group and individual health and life plans. The Company also offers pension administration and investment advisory services.

BF&M is currently seeking an experienced Underwriting Assistant, to join our Commercial Lines team. Reporting to the Team Leader, the Underwriting Assistant will support the team by assisting with the retention and expansion of the Commercial Lines business. This is an exciting opportunity for an energetic, client-centric individual.

RESPONSIBILITIES INCLUDE:

- Processing of new business, renewals and alterations
- Maintaining the Credit Control process and liaising with Underwriters and clients regarding the recovery of outstanding premiums
- Adherence to underwriting guidelines and procedures and ensuring work is completed within the set time frames
- Ability to contribute to departmental strategy and deliver a high level of customer service
- Assisting with special projects and ad hoc reports as required
- Daily maintenance of client files including filing and scanning

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree in Business Administration, or a related field
- A relevant insurance designation, or working towards one would be an asset
- A minimum of 3 years' experience in a similar role with knowledge of commercial insurance principles, practices and products would be advantageous
- Knowledge of and proven experience working with AS400 systems would be an asset
- Client-centric service philosophy with a strong focus on quality
- Strong communications skills, with exceptional interpersonal skills
- Highly organized, with the ability to manage multiple priorities and deadlines
- Must enjoy working in a fast-paced, collaborative team environment with minimum supervision

Interested candidates should submit a written application to bfmjobs@bfm.bm or to:

BF&M HR Department
P.O. Box HM 1007
Hamilton HM DX

CLOSING DATE:
August 23, 2017

Headquartered in Bermuda, BF&M is a multi-jurisdiction insurance group with a proud, longstanding heritage. We offer an environment where employees can feel proud to work and have the opportunity to add value and grow while making a meaningful contribution to our community.

