



## 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 a Claims Administrator

Reporting to the Vice President, Head of Claims, the professional in this newly-created role will provide administrative claims support to our Operations team. 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 shape that future for our industry.

### What you will help us do

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

- Analyse incoming loss information from brokers and correspond with them accordingly;
- Review (re)insurance contract wording to ensure appropriate parameters of coverage;
- Assist with the assessment of exposures and the establishment of appropriate reserves;
- Ensure that claims are handled in accordance with established procedures and are recorded accurately within the claim system;
- Interact with underwriters and actuaries on claims related matters;
- Participate in system enhancement initiatives;
- Prepare and organise information and data for key stakeholders; and
- Liaise with the operations team to ensure claim entries are correctly paired with the cash remittance.

### 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
- Proficiency with Microsoft Excel and Word
- Excellent verbal and written communication skills
- Well-organised working style with strong attention to detail
- Ability to thrive in a high-performing, collaborative environment

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.

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#### **STRONG REFERENCES REQUIRED**

Interested persons should apply no later than  
**Friday, September 29, 2017** and direct their application to:

**Laura Jackson, Island Employment Partners Ltd.  
S.E. Pearman Building, 2nd Floor, 9 Par La Ville Road,  
Hamilton HM 11, Bermuda**

OFFICE: +1 441 296-0497 MOBILE: +1 441 707-0497

EMAIL: [laura@iep.bm](mailto:laura@iep.bm) WEB: [www.iep.bm](http://www.iep.bm)

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