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Reinsurance Contract Wording Specialist

The Horseshoe Group is a leading independent insurance manager and fund administrator dedicated to both the Insurance Linked Securities and the alternative fund markets, with offices in Bermuda, Cayman Islands, USA, United Kingdom, Gibraltar and Ireland.

Our Bermuda office is looking for a highly motivated individual to join our dynamic organization.

Responsibilities include but are not limited to:

- Obtain and review underwriting documentation from brokers
- Update and maintain accurate information in underwriting system
- Review new and renewal reinsurance contract documents for completeness, accuracy and consistency
- Liaise between brokers and investment managers regarding reinsurance agreements terms and conditions
- Liaise with clients and other relevant parties to ensure timeliness of transactions and that milestone dates and deadlines are met
- Ensure appropriate sign-off on underwriting documents
- Maintain online documentation, underwriting system input, and ensure timely correspondence with investment managers
- Prepare ad hoc underwriting reports as directed
- Other responsibilities as directed to ensure quality client service

Required qualifications and skills:

- Minimum 5 years of experience in Insurance/Reinsurance
- CPCU, ARe, or other equivalent professional designations required
- Proficient skills in Microsoft Office suite
- Strong organizational skills and ability to meet deadlines under pressure
- Enthusiastic and strongly motivated self-starter
- Excellent verbal and written communication skills
- Detail oriented
- Must be a team player
- Able to work overtime and on weekends when required

This is an excellent career opportunity with a fast-paced growing company.

Applications will be dealt with in strict confidence and interested candidates can apply before May 11, 2018 via email to: jobs@expertise.bm.