

Join a world-class organisation

Chubb Bermuda invites applications for the position of **Professional Associate, Excess Liability Division**.

This position will report directly to the Vice President, Excess Liability with the responsibility to perform underwriting and supervisory account management functions for multi-national Fortune 500 accounts with complex insurance needs.

With operations in 54 countries, Chubb is one of the world's largest multi-line property and casualty insurers.

Responsibilities include, but are not limited to:

- Initial preparation of all underwriting documents on behalf of Underwriter including but not limited to Underwriting Fact Sheet, Large Loss Spreadsheet, Pricing Worksheets, News Search, etc.
- Attending client underwriting meetings with Underwriter as invited and/or as required.
- Preparing and delivery of quotes, binders and policy documentation
- Preparing manuscript endorsements on instruction of Underwriter
- Assisting with Punitive Damage Wrap portfolio including, but not limited to issuance of quotes, binders, policies, reports, broker correspondence, etc.
- Liaising with Underwriting Operations Department to ensure accuracy and integrity of risk information stored in Genius
- Performing File Audit checks for compliance with internal and external audit controls
- Producing system-generated management information reports as required by Underwriter or Department Manager
- Maintaining underwriting files
- Assisting with special projects as required

Qualifications and experience:

- Degree from an accredited college or university
- Progress towards or intention to progress in completing a professional insurance designation (e.g. CPCU, ACII)
- Strong written and oral communications skills
- Strong analytical, problem solving and critical-thinking skills
- Ability to prioritise multiple tasks in an efficient and results-oriented manner
- Good interpersonal skills with the ability to work in a team environment
- Proficient computer skills - Microsoft Office, Excel, PowerPoint, Query Reporting, Visio, etc.

CHUBB®

Deadline for receipt of applications:

Friday 7 September 2018

Please apply with cover letter and resumé to:
Human Resources
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