

## Assistant Underwriter



MS Amlin is a leading independent insurance group operating in the Lloyd's, UK, Continental Europe and the Bermudian markets. On 1 February 2016, MS Amlin was acquired by the Japanese Tokyo based MS&AD Insurance Group. There are compelling reasons for our brokers and clients to work with us; the empowerment and skill of our people, our well capitalised operating platforms, the strength of our ratings, and the locations where we operate to name but a few. The value we add is also reflected in the many industry awards MS Amlin has received.

### We are currently looking for an Assistant Underwriter in our Bermuda office:

As the Assistant Underwriter, the role holder is responsible for assisting the Underwriting Team in underwriting a portfolio of business in accordance with the business plan and the guidelines determined by the MS Amlin AG Board.

#### The role

- Assist the Underwriters in underwriting, analysing, quoting, servicing and processing business within the relevant portfolios in accordance with the business plan and Amlin Bermuda's underwriting procedures and guidelines.
- Attendance and participation at broker and client meetings with the Underwriters and Underwriting Assistants as invited and/or as required.
- Attendance and participation at regular Underwriting Department meetings.
- Initial analysis of underwriting submissions and preparation of rating sheets on behalf of the Underwriters.
- Full account analysis - technical rating, submission review, catastrophe model output review, slip terms and conditions review.
- Review and agreement of endorsements as per designated authority.
- Communication with both brokers and clients throughout the underwriting process.
- Production of system-generated management information reports as required by the Underwriters or by the Operations and Underwriting Manager.
- Involvement in the RDS and aggregation processes and in reserving and business planning as required.
- Assist in the management of all inward submissions and email correspondence in conjunction with the Technical Support team, Underwriters and Underwriting Assistants.
- Assist with data entry and other daily administrative support as required.
- Assistance with special projects as required.

#### Profile

- Bachelor's degree is preferred, but not required.
- Possession of or progression towards an industry related certification (i.e. ACII or CPCU) is preferred, but not required.
- At least 3-5 years of underwriting assistant or related industry experience.
- Strong technical insurance / reinsurance knowledge.
- Knowledge of and experience with catastrophe models and technical pricing methodologies including, experience and exposure rating.
- Strong analytical, problem solving and critical thinking skills.
- Strong proficiency in Microsoft Suite of applications with advanced skills in Excel and Management Information Reporting.
- Meticulous organizational skills and the ability to pay attention to detail and multi-task.
- Well-developed business and social skills and capabilities for strengthening client / broker relationships.
- Excellent oral and written communication skills coupled with strong negotiation skills.
- Must be willing to travel and work extended hours where appropriate.

#### Culture

The following Cultural Behavioural Indicators are what sets us apart and is at the heart of the MS Amlin culture:

Client Centric:	Places clients at the centre of decision making; develops propositions that are fair, relevant and useful
Innovative:	Thinks about future possibilities and outcomes that can shape success in original ways
Empowering:	Provides opportunities and support for colleagues to grow and succeed
Collaborative:	Able to work as 'one team' to gain commitment and results to ensure success for all
Accountable:	Acts with integrity to deliver on commitments, ensuring the same for others
Disciplined:	Ambitious and disciplined in setting and achieving goals

#### Contact

For more information, or to apply, please contact:

#### Lisa Finnerty | HR Manager

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**Closing Date: Friday, February 22, 2019**