

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:

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Closing Date: Friday, February 22, 2019