



## Technical Assistant



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.

**If you are a recent high school or university graduate, interested in the Reinsurance business, we are currently looking for a Technical Assistant in our Bermuda office:**

As a Technical Assistant, the role holder is responsible for providing daily administrative support to the Underwriting Team in ensuring accurate data is captured and workflow deadlines are achieved 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 Underwriting Team in servicing and processing business within the relevant portfolios in accordance with the business plan and MS Amlin's underwriting procedures and guidelines.
- Attendance and participation at regular Underwriting Department meetings.
- Maintain a suitable working knowledge of all classes of business.
- Ensure knowledge of all systems remains up-to-date, specifically Room Subscribe, Randall Lyons WASP.
- Manage all inward submissions and email correspondence in conjunction with the Underwriters, Assistant Underwriters and Underwriting Assistants.
- Manage renewal trackers for the relevant portfolios.
- Ensure, maintain and be responsible for the entry and accuracy of data including aggregation and RDS data within all underwriting systems including all linked processes, specifically Room Subscribe, Randall Lyons WASP.
- Manage all final adjustments and account closing advices checking against premium instalments within Room Subscribe - with any discrepancies to be brought to the Underwriters' attention or directly liaising with the broker as appropriate.
- Production of system-generated management information reports as required by the Underwriters, Assistant Underwriters or by the Underwriting and Operations Manager.
- Assist with "User Acceptance Testing" for system upgrades.
- Assistance with special projects as required.

### Profile

- High school diploma
- Possession of or the appetite to progress towards an industry related certification (i.e. ARE, ACII or CPCU) is preferred, but not required.
- At least 1-3 years of administrative or related experience would be preferred, but not required.
- Work or internship experience in insurance/reinsurance industry is preferred, but not required.
- Strong proficiency in Microsoft Suite of applications with advanced skills in Excel.
- Meticulous organizational skills and the ability to pay attention to detail and multi-task.
- Excellent problem-solving skills to identify problems and to identify resolutions or escalate to the appropriate person.
- Aptitude for learning Insurance/Reinsurance terminology (i.e. premium, deductible/retention, limit, loss ratio, expense ratio).
- Well-developed business and social skills and team working capabilities.
- Excellent oral and written communication skills.

### Contact

For more information, or to apply, please contact:

**Lisa Finnerty | HR Manager**

MS Amlin | 141 Front Street, Hamilton HM 19, Bermuda

Phone: 441-248-1518

Email: [Lisa.Finnerty@msamlin.com](mailto:Lisa.Finnerty@msamlin.com)

Closing Date: Friday, June 5, 2020