



ASSISTANT UNDERWRITER, BERMUDA PROFESSIONAL LINES DIVISION

A commercial property and casualty insurance, reinsurance and specialty lines underwriter.

Allied World Assurance Company, Ltd. seeks an individual to assume responsibility of providing administrative support within the Professional Lines Department. This entry level position could lead to a full underwriting role in the future.

Responsibilities Include:

- Log new/renewal submissions, conduct underwriting research and organize submission materials in our systems.
- Create/issue quotes, binders, policies and endorsements.
- Enter accurate data into our systems including Facultative Reinsurance. This must be done within deadlines for the accounting month.
- Utilize diary system for tracking policy issuance as well as for following up with brokers & underwriters for any missing items needed to complete underwriting file, e.g. Binder Subjectivities.
- Maintain dead files which include closing out of dead files in the system and placement of dead files into appropriate physical or e-storage.
- Create and maintain electronic account folders in the appropriate locations on our systems.
- Liaise with various internal departments including Legal, Accounting and Claims, as needed.
- Complete applicable portions of underwriting worksheet.
- Attendance at client and broker meetings/social engagements, with team members, as required, to include pre-meeting analysis and post meeting discussion and involvement in underwriting process.
- Other projects to be discussed and agreed with Manager and Department Manager.

www.awac.com

Written applications with a detailed résumé should be sent in confidence to:

Beverley Bentley-Webb
AVP, Bermuda Human Resources
Group
P.O. Box HM 3010
Hamilton HM MX

Or email:

hrbermuda@awac.com

Applications should be received by:
June 19th, 2020

*Allied World Assurance Company,
Ltd is an Equal Opportunity
Employer*

Education, Skills and Experience:

The successful applicant will preferably have the following:

- University degree required.
- Previous experience a benefit, but not required.
- Self-motivated with a demonstrated ability to complete tasks requiring a high level of attention to detail.
- Strong marketing, negotiating and presentation skills.
- Excellent verbal, written, and communication skills.
- Demonstrated ability to work as part of a team.
- Working knowledge of Microsoft Office Suite: Word, Excel, PowerPoint and Outlook.