

**About the Company**

*Vantage Group Holdings Ltd is a privately held, Bermuda registered company that provides specialty re/insurance through its wholly owned subsidiaries. Companies are operating in an increasingly uncertain world. Driven by relentless curiosity, our team of trusted experts provides a fresh perspective on our clients' risks. Designed for the future, Vantage adds creativity to tech-enabled efficiency and robust analytics to address risks others avoid.*

**About the Role:**

At Vantage, the Underwriting Assistant will provide daily assistance in the management of all underwriting transactions to support the Vantage Insurance teams located in Bermuda.

**Responsibilities will include:**

- Perform underwriting support activities associated with the management of all underwriting transactions, service standards and compliance rules and documentation.
- Develop proficiency in basic underwriting analysis, prepare underwriting worksheets, file preparation and maintenance, and report assessment.
- Provide accurate rating support utilizing pricing models for new business submissions and renewals.
- Producing approved quotes and binders for the Underwriter review.
- Follow up and monitor for outstanding subjectivities.
- Issuing new business and renewal policies as instructed by the underwriting team.
- Demonstrate a customer service mindset by proactively engaging with underwriters as well as internal and external contacts.
- Collaborate and correspond with internal and external contacts, to achieve a high level of service and meet client expectations.
- Interact directly with various business partners and internal departments such as claims, accounts and legal
- Meet departmental service standards in place for each process, including underwriting guidelines, file compliance requirements and audits
- Perform other duties and special projects as assigned under minimal supervision.

**Qualifications / Skills**

- Bachelor's degree or equivalent preferred.
- Three to five years of industry experience required.
- Knowledge of insurance policy forms and regulatory requirements preferred.
- Excellent written and verbal communication skills.
- Very strong organizational skill with the ability to effectively handle multiple assignments, prioritize work and meet deadlines in a dynamic and results oriented environment.
- Strong customer service focus with the ability to effectively multi-task with limited direction
- Strong knowledge of Microsoft Word and Excel

**Vantage Values**

- **Do What's Right** – be a force for good, for our customers, shareholders, colleagues, industry and communities
- **Be Relentlessly Curious** – ask questions, listen to understand, challenge the status quo, look for ways to say YES, drive innovation, be opportunistic and disciplined
- **We're Better Together**– collaborate, be inclusive, supportive, respectful and humble, be a trusted partner internally and externally
- **Be Transparent** – in who you are, what you think, and how you work, seek and provide alternative points of view, be true to yourself
- **Make A Difference** –focus on impact, embrace technology, leverage data and analytics as critical assets, act intentionally to deliver on our mission

*Vantage Group Holdings Ltd. is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.*

Interested Applicants are invited to apply by Friday May 14, 2021  
To the attention of:

Laura Jackson; IEP Ltd.  
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