

VALIDUS RE

Manager, Operations

Validus Re, now a member company of AIG, is a global provider of reinsurance solutions for property, marine and energy, casualty, financial and other specialty lines of business. This position, for individuals with some industry experience, provides the skills and knowledge required to introduce individuals to key reinsurance concepts and methodologies. The position also provides an opportunity for individuals to solidify their supervisory and analytical skills, task ownership, attention to detail and multi-tasking capabilities whilst being exposed to multiple facets of the reinsurance industry and reinsurance contracts.

Responsibilities will include, but are not limited to:

- Supervise members of the non-proportional team
- Responsible for maintaining overall service levels from the non-proportional team
- Liaising with VP, Operations to coordinate the team resources and drop down to fill gaps on processing team as required
- Responsible for training and supporting direct reports
- Liaising with brokers in a professional manner to obtain detailed information as it relates to daily responsibilities
- Daily responsibilities include but are not limited to:
 - o Management of receivables and unallocated cash process, including investigation of anomalous items and follow up on overdue items
 - o Management of the cashbook process, which includes cash allocations, payment processing and review of account funding levels
 - o Management of the electronic messaging system
 - o Assist in the management and maintenance of our underwriting system including quality review of information in the underwriting system
- Working closely with the underwriting, claims and finance departments as required
- Assist other team members within the Operations department as needed
- Responsible for assisting with the quarterly system close
- Assist with internal and external audit queries and maintaining internal controls
- Assist in the management of the Letter of Credit process
- Provide periodic and detailed reporting to management as requested
- Other duties as requested.

The successful candidate must meet the following requirements:

- Bachelor's degree in business or related degree
- 3 - 5 years' management experience in a similar position preferred
- Knowledge of structure of underwriting files and previous exposure to reinsurance contracts, treaties and reinsurance markets required
- Proven supervisory skills and ability to instruct and teach other staff members various responsibilities within the department
- Proven problem solving ability and ability to self-manage
- Holder of industry certification (ARe etc) or evidence towards such a certification preferred
- Experience interacting with internal and external audit teams
- Experience in SICs would be an asset
- Proficient in Microsoft Office Suite
- Proven organizational and timekeeping skills and a strong sense of attention to detail are essential
- Excellent verbal and written communication skills i.e. a thorough command of the English language including excellent spelling, grammar and punctuation
- The ability to deal effectively and courteously with clients and colleagues, and to exercise discretion and confidentiality in all matters
- Must be able to work outside of normal office hours including evenings, weekends and public holidays if necessary.

If your experience matches the above criteria, please apply online at:

https://aig.wd1.myworkdayjobs.com/aig/job/Pembroke/VALIDUS-RE—Manager—Operations_JR2103286

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All applications must be received by close of business on June 18, 2021.

For additional information on Validus Reinsurance Ltd., please visit our website: www.validusre.com