Expertise

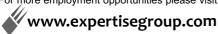
We are retained to recruit by many of Bermuda's finest employers. Fidelis is one of them.

Phone: Fmail: 441-296-0336 bdajobs@expertisegroup.com



Address: 8 Par-la-Ville Road. Mintflower Place, 2nd Floor, Hamilton, HM08

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Underwriting Assistant

Our client, Fidelis Insurance Holdings Ltd., is a global provider of specialty insurance and reinsurance through its Bermuda, London and Dublin entities. Fidelis is rated A (Excellent) by A.M. Best Company, Inc. and A- by Standard & Poors.

Reporting to the Head of Bespoke Bermuda, the primary purpose of the role is to provide underwriting and administrative support to the Bespoke and Specialty Pillars. This entrylevel role will be suited to a recent graduate or junior (re)insurance professional who is looking to grow and develop within the industry.

Duties & Responsibilities:

- · Support the pre-underwriting process focusing on review of historical performance, policy wordings, and pricing adequacy based upon predefined underwriting rules and/or guidelines
- Liaise with the placing broker throughout the underwriting cycle and policy period to ensure receipt of all necessary documents and manage any credit control issues
- Monitor and report contract performance on a quarterly basis
- Assist with Account Receivable collections when required
- · Accountable for completeness of contents of underwriting package prior to handover to Underwriter for risk analysis/risk selection process
- · Accountable for accuracy and completeness of data entry
- Manage all administrative requirements for the Underwriting team
- · Liaise with Underwriters to confirm policy issuance instructions for policies, endorsements, forms, notices, certificates, etc.
- Perform pre-analysis support for submissions, endorsements, and other incoming documents based upon predefined underwriting rules and/or guidelines
- Monitoring premium payments and liaising with credit control, ensuring premiums are received before premium due date

Minimum Qualifications, Skills & Experience

- · Bachelor's degree strongly preferred
- Basic knowledge of commercial insurance and regulatory requirements
- Intermediate competency in MS Office applications: Word, Outlook, Excel and Adobe Standard
- Excellent written and oral communication skill with strong interpersonal skills in order to work effectively and professionally with diverse groups
- · Proven prioritisation and time management skills and ability to triage workload essential within a deadline intensive working environment
- High level of numeric competency with the ability to perform detail-oriented qualitative review
- Self-leader with ability to work effectively both independently and withing a teams
- Eager to learn and develop within a growing company
- · Demonstrated ability to deliver and manage accurate, thoughtful, detail-oriented work within tight deadlines and/or while working extended work days

To apply please send your résumé to bdajobs@expertisegroup.com or view our active roles online at www.expertisegroup.com.

All enquiries will be dealt with in strict confidence.

Closing Date: July 2, 2021

