




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

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



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

For more employment opportunities please visit:

 [www.expertisegroup.com](http://www.expertisegroup.com)

## 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 entry-level 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](mailto:bdajobs@expertisegroup.com) or view our active roles online at [www.expertisegroup.com](http://www.expertisegroup.com).

All enquiries will be dealt with in strict confidence.

**Closing Date: July 2, 2021**

