



FIND your future

We invent the new to help the world move forward. Leveraging strategic analytics and deep insights, we develop big ideas and innovative solutions that maximize our clients' potential, thereby fulfilling our own. Come be a part of our inspiring team and help create the future.

Learn more at axaxl.com

DISCOVER your opportunity

Underwriting Assistant

As an Underwriting Assistant, you will play a critical role within the team directly supporting the Underwriters. You will perform underwriting support activities associated with information gathering and rating for new business, renewals, and midterm changes. You will also prepare electronic files on behalf of the Underwriter regarding basic deal structuring, risk analysis, and quoting related to underwriting transactions (renewals, non-premium bearing midterm changes, etc.). You will utilize your strong communication and relationship building skills as you work closely with colleagues across regional offices and interact directly with various business partners, including but not limited to, brokers, clients, finance, legal, claims, and others in our AXA XL global network.

Closing Date: August 16, 2021

Apply online at <https://axaxl.com/about-us/careers>

What will your essential responsibilities include?

- Administration of assigned accounts throughout the lifecycle.
- Collecting account and insured information for risk analysis by communicating directly with Brokers on behalf of the Underwriters.
- Liaising with Underwriters, Brokers and Reinsurers on behalf of the Underwriting Support Unit as needed to communicate account status and complete outstanding subjectivities.
- Liaising with Underwriters to confirm policy issuance instructions for proprietary and manuscript policies, endorsements, forms, notices, etc. and effectively communicate to the Coding and Issuance Unit.
- Performing pre-analysis support for new submissions, renewals, endorsements, and other incoming documents based upon predefined underwriting rules and/or guidelines.
- Analyzing informational reports to glean anecdotal information for underwriting as part of the underwriting package (e.g., summarize loss runs, financials of proposed insured).
- Ensuring completeness of contents of underwriting package prior to handover to the Underwriter for risk analysis/risk selection process.
- Analyzing the needs of the client and translating appropriately into the final specifications that serves as a basis for the policy.
- Effectively dealing with accounts having a variety of intricate parts to ensure policies are complete and all aspects of the broker communication is seamless.
- Completing quality control on the rating output to ensure accuracy of work (e.g. exposure bases, limits, coverage extensions, modifications, etc.).
- Rating premium changes for premium bearing midterm change requests.
- Assisting with Account Receivable collections when required.
- Maintaining an electronic file for accounts as required for Sarbanes Oxley and Internal Audit Guidelines.
- Ensuring timely, accurate completion of all assigned tasks.
- Accurately compiling supporting account detail in electronic format using PDF conversion tools.
- Generating Broker and Reinsurer correspondence in electronic format (i.e., e-mail, eFax) related to transaction processing and informational follow up requests using free-form letters, predefined or approved templates.
- Collaborating and corresponding verbally and in writing with Underwriting Support Unit team members and others in Operational Support Units as needed to perform tasks.

SHARE your talent

We're looking for someone who has these abilities and skills:

- Minimum of one year insurance experience.
- Strong interpersonal skills and ability to establish and maintain effective working relations with internal and external colleagues.
- Strong analytical and organizational skills.
- Client service experience and focus.
- Excellent written and oral communication skills.
- Strong competency in MS Office applications: MS Outlook, MS Word and Excel required.
- Basic competency in PDF conversion tool.
- Proven organizational and problem solving skills.
- Proven prioritization and time management skills with accurate results.
- College degree or experience/education equivalent.
- Knowledge of commercial liability principles and practices preferred, but not required.

Inclusion & Diversity

At AXA XL, we know that an inclusive culture and diverse workforce enable business growth and are critical to our success. That's why we have made a strategic commitment to attract, develop, advance and retain the most diverse workforce possible, while creating an inclusive culture where everyone can bring their full selves to work and can reach their highest potential. It's about helping one another – and our business – to move forward and succeed.

- Five Business Resource Groups focused on gender, LGBTQ+, race/ethnicity, disability and inclusion with 20 Chapters around the globe
- Robust support for Flexible Working Arrangements
- Enhanced family friendly leave benefits
- Named to the Diversity Best Practices Index
- Signatory to the UK Women in Finance Charter

Learn more at axaxl.com/about-us/inclusion-and-diversity. AXA XL is an Equal Opportunity Employer.

AXA, the AXA and XL logos are trademarks of AXA SA or its affiliates. AXA XL is a division of AXA Group providing products and services through four business groups: AXA XL Insurance, AXA XL Reinsurance, AXA XL Art & Lifestyle and AXA XL Risk Consulting