

# Insurance Analyst

Oil Insurance, Ltd. (OIL), a well-established Bermuda based mutual insurance Company, invites applications for the position of **Insurance Analyst – OIL**. This position offers an opportunity for an analytically, strategic, business and naturally inquisitive minded individual to grow into a role that will expand based on the depth of their potential. Reporting to the Vice President – Senior Underwriter – OIL.

## Primary responsibilities will include the following:

- Prepare and issue policy documentation and other renewal tasks
- Prepare premium indications for prospective and existing members
- Liaise with brokers and shareholders on coverage issues and matters relating to a member's insurance program
- Preparation of premium billings
- Entry of data in the proprietary OIL insurance system
- Assist in the Underwriting review of prospective members
- Assist in meetings with shareholders and prospects
- Maintain direct client and broker relationships as appropriate
- Prepare Power Point reports for various meetings
- Assist management in any other special projects or tasks, as appropriate

## Applications are invited from persons with the following skills and experience:

- An undergraduate or graduate degree from an accredited university in Business, Mathematics, Statistics or Finance
- A recent university graduate with 2-3 years related work experience within the property (re)insurance sector is desirable
- In process of completing BII courses leading to CPCU designation, with a willingness to complete the process in the near term
- Sound business acumen, detail oriented with advanced analytical and problem solving skills with the aptitude to grasp new concepts and complex matters
- Good organizational and time management skills
- Highly proficient in PowerPoint, Excel and MS Office suite
- Excellent verbal and written communication skills
- Highly-motivated with the ability to work well in a small and very efficient team

If your experience, talents and ambitions match our requirements, we would like to hear from you. Oil Management Services Ltd. is an equal opportunity employer and is committed to training and developing its employees.

Please apply in confidence and in writing, including your resume and a detailed cover letter setting out why you are a good fit for this role, by email to:

[hr@omsl.bm](mailto:hr@omsl.bm)

**CLOSING DATE: MONDAY, OCTOBER 11, 2021**

**NO AGENCIES PLEASE**

The Oil Group of Companies consists of OIL Insurance Ltd (OIL), Oil Casualty Insurance Ltd (OCIL) and Oil Management Services Limited (OMSL) which provides comprehensive management services to OIL and OCIL. Our Bermuda based Companies insure in excess of three trillion dollars of energy assets globally.

