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Lead Underwriting Support Specialist

Markel Bermuda Limited, a subsidiary of Markel Corporation, has an opening for a Lead Underwriting Support Specialist. The primary purpose of this position is to lead, manage and develop a team of associates that perform specific functions. This includes recruitment, retention, staff development/coaching and mentoring. This position requires good organizational skills, strong attention to detail, and the ability to clearly communicate (both written and verbal) to associates, customers, and other departments. This associate must have a working knowledge of the tasks that the team is responsible for and may perform the same work as their subordinates.

Responsibilities:

- Manage renewal business under limited supervision of an Underwriter – prepare analysis of exposure and present to Underwriter for sign-off
- Gather and review information on financial conditions, risk exposure, loss history, and economic trends that may impact the terms and conditions offered to the client
- Accountable for accurate underwriting documentation/information in account management system and adherence to documentation standards
- Ensure accuracy of information inputted into all appropriate systems and verify that all necessary documentation is in the file
- Responsible for evaluating processes and procedures, communicating through the proper channels for any process improvement, communicate and be a change champion for your team to ensure that the change is implemented while maintaining departmental service and accuracy standards.
- Responsible for the management of a staff capable of carrying out assignments accurately and within the departmental service standards. This will include recruitment, retention, staff development/coaching and mentoring. Also responsible for performance evaluations, team and individual development meetings, and dealing with performance issues.
- Serve as primary contact for inquiries from external customers and any Markel internal functional area. The goal is to strive to help find resolution.

Requirements:

- High School Graduate/Equivalent or Associate Degree.
- Proficient in PC applications.
- Strong communication and influencing skills.
- Should demonstrate ability to mentor team.
- Prior supervisory experience preferred.
- The incumbent should expect to successfully complete a minimum of 2 years in the Lead position before being considered for promotional opportunities.
- Preference will be given to Bermudians and spouses of Bermudians.

To apply please send your résumé to jobs@expertisegroup.com or through Markel's link at <https://markelcorp.wd5.myworkdayjobs.com/GlobalCareers/job/Bermuda---2-Front-Street/Senior-Underwriter-Executive-Underwriter---E-O--Cyber--EPL--ML--Bermuda-R0011327>. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

Closing Date: November 15, 2021