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## Senior Claims Analyst

Arch Reinsurance Ltd. (Bermuda) provides specialty property, casualty and life reinsurance products through reinsurance intermediaries worldwide. These programs range from Property Catastrophe and Property Excess of Loss reinsurance to Professional Liability and Marine Treaties. Our Bermuda-based operation has a strong, proven management team, a commitment to underwriting discipline, and financial strength that is rated A (Excellent) by A.M. Best and A+ by S&P.

The Senior Claims Analyst is responsible for handling the day-to-day excess claims activity and assisting the other Team members as required.

### Duties & Responsibilities:

- Analyze initial claim notifications, including coverage verification and associated checks, or updates on existing claims and process them into the Company's systems in accordance with policies and procedures, including calculating reinstatement premium and monitoring aggregation of claims on programs with multiple losses to the same underwriting year
- Identify additional information and documentation that may be required in support of claim and request the same from brokers/ceding companies as required
- Process claims payments in accordance with Company's policies and procedures
- Ensure Company's electronic claims files are maintained
- Review & verify broker statements
- Review and resolution of claims balances in aged receivable reports
- Liaise with Underwriters, Finance and Brokers as required
- Other tasks as required

### Minimum Qualifications, Skills & Experience:

- A minimum of 10 years reinsurance claims handling experience across various lines, including:
  - o Aggregation of claims across multiple events
  - o Contracts with AAD's
  - o Multi-currency claims
  - o Calculation of reinstatement & RPP's
  - o Per Risk Property Deals (underlying exposure)
- Ability to analyze reports, interpret reinsurance contract language and analyze coverage under insurance and reinsurance contracts
- Strong organizational and mathematical skills
- Proficient in using Microsoft Office products
- Ability to provide clear written reports and analysis of claims and coverage issues
- Ability to process claims into the system in a timely manner and with attention to detail
- Proven ability to communicate effectively with individuals at all levels and in all areas of the organization, as well as with outside contacts
- A strong work ethic and the ability to take initiative, meet deadlines and work with minimal supervision and ability to multi-task

To apply please send your résumé to [bdajobs@expertisegroup.com](mailto:bdajobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.

**Closing Date: February 23, 2022**

