



FREISENBRUCH MEYER

Freisenbruch-Meyer Insurance Services Ltd., a local Bermudian agency providing insurance, pension and broking services to both the domestic and international marketplace, is seeking a highly motivated and organized Underwriter to join their team in the P&C Department. Reporting to the Senior Underwriter & Team Leader, the Underwriter will be responsible for building, developing and managing relationships as well as assisting with onboarding new clients.

Underwriter – Commercial Lines

Responsibilities:

- Develops, maintains and expands relationships with existing and new clients
- Educates clients on available products both within P&C and across other product lines
- Works with the CUO and Senior Underwriters to ensure that new business is assessed correctly and premiums set in accordance with all risk factors
- Manages, reviews, underwrites and assesses risk of new business and renewals, and completes authority referrals
- Responds to client requests and other queries in a timely manner, ensuring that a high level of customer service is delivered
- Accepts proposal forms, provides quotes and produces required documents for clients
- Reviews and processes client renewals on a monthly and timely basis
- Ensures all files are documented in accordance with underwriting guidelines
- Follows up on accounts receivables on a monthly basis
- Works collaboratively on special projects and assignments when required

Qualifications, Experience and Skills:

- Possession of or progression towards an industry related certification, for example, the CPCU or the Bermuda Insurance Institute's (B.I.I.) Certificate in General Insurance
- Minimum of three (3) years of relevant experience in a customer facing role required
- Knowledge of Property and Casualty Insurance, across all lines of business
- Demonstrated working knowledge of underwriting procedures, guidelines and authority levels
- Proficient with Microsoft Office applications: Excel, Word & Outlook
- Excellent analytical, interpersonal, written and verbal communication skills with a keen attention to detail
- Ability to relate/interact with a range of clients and use diplomacy, tact and discretion when dealing with sensitive matters
- Strong sense of urgency, practicality and integrity with the ability to handle and balance multiple priorities with excellent time management skills
- High degree of initiative; cooperative spirit and ability to work independently and in a team focused environment

Interested applicants should apply in writing to:

Ontru: Human Resources – **Freisenbruch-Meyer Insurance Services Ltd.**
91 Reid Street, Hamilton, HM 19
Or email hr@ontru.bm

All applications must be received no later than: March 7, 2022