



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

Assistant Underwriter

As an Assistant Underwriter, you will perform the basic, standardized functions of the senior underwriters such as underwriting work ups, initial submission review and business intake administration procedures on a book of business comprising large multinational companies and professional service firms for the Professional Liability Department.

Closing Date: April 14, 2022

Apply online at

<https://careers.axa.com/i/global/en/job/AXGRGLOBAL11007492D20220307MYHRTALEOENINTERNALENGLOBAL/Assistant-Underwriter>

What will your essential responsibilities include?

- Provide complete submission work-ups for underwriter's review. Thoroughly review the application form, schedules and underwriting submission materials. Check for completeness and note any significant changes on the account e.g. acquisitions, divestitures, revenues, loss information, etc.
- Evaluate risk and investigate historical and current client information to summarize and present to underwriters
- Generate pricing recommendations based upon account review, using pricing models, Increased Limit Factors, peer comparisons, etc. and complete pricing analysis section of the work-up
- Prepare quotes and binders with terms and conditions as required
- Prepare policy issuance on complex accounts and draft manuscript endorsements for the underwriter's review
- Review underlying policy forms
- Ensure the accurate recording of high-quality data in underwriting systems and shared drives
- Liaise with brokers to determine individual account objectives and client/broker concerns
- Participate in client-underwriting meetings and conference calls and develop meeting questions on completion of the submission analysis
- Deliver service excellence through effective collaboration with Underwriting, Finance, Actuarial and Claims departments
- Attend client/broker events such as lunches, dinners or other social outings as required
- Other duties and projects may be assigned

SHARE your talent

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

- Undergraduate Degree
- 2-3 years of insurance industry experience preferred
- Insurance industry designation (i.e. CPCU, RPLU, ACII) preferred or a commitment to pursue a relevant professional designation
- Excellent technical and computer skills including a high level of proficiency in Microsoft Excel, Word and PowerPoint
- Attention to detail and analytical skills
- Ability to work on own initiative, operate in a close team and build effective relationships with internal and external partners
- Ability to communicate effectively and manage expectations
- Ability to work outside of core hours where appropriate

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.

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