

# Underwriting & Management Information Assistant

HSBC Insurance Captive  
Closing Date: 07 October 2022

The HSBC Insurance Captive ("the Captive") invites applications for the role of Underwriting & Management Information Assistant. The role holder will be responsible for providing specialised support to the Captive's Underwriter on the Property & Casualty ("P&C") and Employee Benefits ("EB") business risks underwritten by the Captive, within prescribed quality standards and deadlines.

## Major responsibilities

- Support activities of the renewal and new business process by ensuring listings are updated and maintained
- Review and compile submissions for analysis and preparation for the Underwriter's approval
- Ensure accuracy and execution of Policy wording, slips, binders, etc., in conjunction with the Underwriter
- Develop, produce, and deliver monthly, quarterly, and annual management information reports
- Create new reporting models, which combine and summarise data from multiple sources using Excel and other reporting tools
- Review information to identify and interpret any patterns or useful trends
- Ongoing maintenance of the data by reviewing computer reports and performance indicators to improve processes
- Identify inefficiencies in existing key manual processes and implement solutions that will optimise the efficiency and quality of the business processes within the Underwriting function

## Minimum qualifications

- At least 2-3 years of experience in a similar role, with previous experience in Insurance preferred
- Ability to use analytical techniques to interpret data acquired, in order to create regular reports
- Proven experience in developing and delivering clear, accurate, and relevant reports to aid decision making
- Ability to multi-task in a high-pressure environment
- Ability to think outside the box and suggest changes to processes in order to improve efficiency and impact, while having an appreciation for control and prudence
- Strong computer skills, including proficiency in the use of Microsoft Excel, and macro knowledge preferred
- Experience using SharePoint, SQL Databases, and statistical software would be advantageous
- Outstanding time management, planning, and organisational skills
- Excellent verbal and written communication skills

Interested applicants are invited to Join our Talent Community by applying via [https://mycareer.hsbc.com/en\\_GB/jointalentcommunity?pipelineId=162417&source=HSBC+Careers](https://mycareer.hsbc.com/en_GB/jointalentcommunity?pipelineId=162417&source=HSBC+Careers)



Issued by HSBC Bank Bermuda Limited which is licensed to conduct Banking and Investment Business by the Bermuda Monetary Authority. HSBC Bank Bermuda Limited, 37 Front Street, Hamilton, Bermuda HM 11 [www.hsbc.bm](http://www.hsbc.bm) Tel: 4412998888