Location: Bermuda

Technical Assistant

About MS Reinsurance

MS Reinsurance is a global reinsurer domiciled in Switzerland. With underwriting offices in Zurich, Bermuda, Miami and New York, MS Reinsurance provides best-in-class reinsurance products and services to clients around the world. As part of the world-leading insurance group MS&AD, MS Reinsurance is a trusted, long-term partner, helping clients turn risks into opportunities through deep technical expertise and bespoke reinsurance solutions.

About the role

The primary purpose of the role is to provide daily administrative support to the Underwriting Team in ensuring accurate data is captured and workflow deadlines are achieved in underwriting a portfolio of business in accordance with the business plan and the guidelines determined by the MS Amlin AG Board.

Your responsibilities

- Assist the Underwriting Team in servicing and processing business within the relevant portfolios in accordance with the business plan and MS Amlin's underwriting procedures and guidelines.
- Attendance and participation at regular Underwriting Department meetings.
- Maintain a suitable working knowledge of all classes of business.
- Ensure knowledge of all systems remains up-to-date, specifically Room Subscribe, Randall Lyons WASP.
- Manage all inward submissions and email correspondence in conjunction with the Underwriters, Assistant Underwriters and Underwriting Assistants.
- Manage renewal trackers for the relevant portfolios.
- Ensure, maintain and be responsible for the entry and accuracy of data including aggregation and RDS data within all underwriting systems including all linked processes, specifically Room Subscribe, Randall Lyons WASP.
- Manage all final adjustments and account closing advices checking against premium instalments within Room Subscribe - with any discrepancies to be brought to the Underwriters' attention or directly liaising with the broker as appropriate.
- Production of system-generated management information reports as required by the Underwriters, Assistant Underwriters or by the Underwriting and Operations Manager.
- Assist with "User Acceptance Testing" for system upgrades.
- Assistance with special projects as required.

Your profile

- High school diploma
- Possession of or the appetite to progress towards an industry related certification (i.e. ARE, ACII or CPCU).
- At least 1-3 years of administrative or related experience.
- Work or internship experience in insurance/reinsurance industry.
- Strong proficiency in Microsoft Suite of applications with advanced skills in Excel.
- Meticulous organizational skills and the ability to pay attention to detail and multi-task.
- Open-minded with the ability to be flexible and adapt to the requirements of the needs of the business within this role.
- Excellent problem-solving skills to identify problems and to identify resolutions or escalate to the appropriate person.
- Aptitude for learning Insurance/Reinsurance terminology (i.e. premium, deductible/retention, limit, loss ratio, expense ratio).
- Well-developed business and social skills and team working capabilities.
- Excellent oral and written communication skills.

What we offer

We offer a modern workplace, an entrepreneurial culture with room for innovation and a hybrid work model. Collaboration, Empowerment and Responsibilities are key values we live on a day-to-day basis. You will be part of a hands-on culture where you really can make an impact. We place mutual trust at the forefront of our collaboration and path to growth.

Application

*Please apply directly via our Career Website prior to **October 28, 2022***
Note that we will only consider applicants eligible to work in Bermuda

Lisa Finnerty | Human Resources
MS Reinsurance - Bermuda

MS Reinsurance is the market-facing brand of the risk carrying legal entity MS Amlin AG, a global reinsurer domiciled in Switzerland and operating in Bermuda as MS Amlin AG, Bermuda Branch, in the United States through MS Amlin Reinsurance Managers, Inc, and in Labuan, Malaysia as MS Amlin Labuan Limited.