



LifeCo Policy Administration Specialist

BF&M Life Insurance Company Limited is looking for an enthusiastic and conscientious individual to join our Administration Team as a **LifeCo Policy Administration Specialist**.

The LifeCo Policy Administration Specialist is an operations professional who will be responsible for the execution of all tasks associated with setting up new and maintaining Individual Life and Group Insurance products. As a member of our team, this role is accountable to deliver superior customer service and support to all our customers both internal and external. They will also be responsible for processing all insurance administration requests to ensure that the insurance formalities are processed within our service standards.

The successful candidate must be analytical and an effective communicator who has the demonstrated ability to work well within a team environment

Job responsibilities will include, but are not limited to the following:

- Managing both incoming verbal and written service requests; this includes complex, major and minor change processes along with adding new business and any policy changes
- Research and resolve problems as they arise through the use of various systems and policy information
- Work simultaneously on multiple product lines and systems
- Maintenance of employee/dependent information on group policy contracts
- Preparation of monthly premium statements
- Support projects and additional duties as they arise

Candidates must have a University degree and at least 3 years experience in a client service environment. Must also be willing to work towards the FLMI professional designation. Strong analytical, problem solving, organizational and administrative skills, as well as excellent oral and written communication skills, are essential to this position. The successful candidate will also possess the ability to prioritize a demanding work load in order to meet deadlines for both internal and external customers.

Strong technical skills, including the Microsoft Office Suite of products, is also essential. If you have previously applied for this post, your résumé is on file, therefore, you do not need reapply.

New Applicants should apply in writing with full résumé to:

***Vice President, Human Resources
BF&M Insurance Group
P.O. BOX HM 1007, Hamilton HM DX
or fax: 441-295-9242 • e-mail: bfmjobs@bfm.bm
Deadline for application is August 12, 2011
BF&M is an equal opportunity employer***



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