



**CHARTIS BERMUDA LIMITED**  
*Invites applications for the position of:*  
**CLAIMS OFFICER**

Chartis Bermuda Limited is a Bermuda-based insurance management and management services company, which provides services and resources to Chartis' Bermuda operations and affiliates around the world.

The Risk Management Division in Bermuda is a part of the Chartis group network of general (Property/Casualty) insurance companies. It is a unit of Chartis' Major Accounts Practice and is responsible for the provision of Risk Management services to a wide range of multinational programs for many of the world's largest corporations. In addition, we provide reinsurance administration support to the various Chartis regional offices throughout the world.

We are seeking applications for a Claims Officer. The Claims Officer is responsible for the efficient administration of insurance and reinsurance claims for an assigned portfolio of accounts. This position will report directly to the Vice President Claims Reinsurance Manager

**Duties and Responsibilities:**

- Accurate and efficient administration of insurance and reinsurance claims
- Liaise with loss adjusters, brokers, clients, ceding companies, captives and reinsurers on all claims matters
- Monitor reserves for large claims and track program aggregate limits
- Ensure all reinsurance recoveries are handled in an expeditious and timely manner
- Prepare monthly loss billings and management reports on loss recovery balances

**Qualifications and Experience:**

- Must have a minimum of five years claims handling experience as a claims advisor/investigator or reinsurance recovery administrator
- Knowledge and experience of the London reinsurance market and its claim and reinsurance recoverables processes is required
- Working knowledge of all the major classes of insurance
- Good analytical skills
- Ability to communicate at all levels of an organization
- Must be a motivated individual who is able to work on their own initiative, produce accurate work and meet deadlines
- Excellent verbal and written communication and organizational skills
- Strong knowledge and experience in working with Windows-based applications, particularly Excel, Word and Outlook

We offer an attractive salary and benefits package commensurate with the position. The position also offers excellent prospects for advancement within our Group. We offer free parking and a state of the art fitness centre.

*A detailed résumé should be sent in confidence to the:*

**Human Resources Generalist  
Chartis Bermuda Limited  
P.O. Box HM 152, Hamilton HMAX  
or email: [hrbermuda@chartisinsurance.com](mailto:hrbermuda@chartisinsurance.com)**

**No Agencies Please**

**Preference will be given to Bermudians and Spouses of Bermudians**

**Applications must be received by August 19, 2011**

**Chartis Bermuda Limited is an Equal Opportunity Employer**