



*Invites applications for an*

**Property Manager -Excess and Surplus Lines**

Lexington Insurance Company, a Chartis company, is the largest insurer of Excess and Surplus lines property business in the United States.

We are seeking applications for a Property Manager of Excess & Surplus Lines. The Property Manager is responsible for coordinating and overseeing all aspects of the underwriting process for our Lexington Insurance Company's Bermuda Branch. This position will report directly to the Chief Operating Officer.

**Duties and Responsibilities:**

- Preparation of quotes and home office referral coordination with the Product Line Managers (PLM)
- Coordination of Wordings
- Construction and Policy Issuance
- Coordination with the Hartford Steam Boiler (HSB) for required Boiler & Machinery coverage
- Coordination of Coding and Premium Collections
- Marketing, business development and production goals
- Review underlying policy and procedure forms
- Manage and establish relationships with US, London and Bermuda Brokers
- Analyze and report weekly production figures for property production call
- Coordinate all aspects of property figures reporting with the London and Boston PLM
- Assist with various projects and reports as required
- Any other duties as assigned

**Qualifications and Experience:**

- An undergraduate Degree in business or similar field preferred
- 5–7 years of property underwriting experience in the Excess and Surplus lines market preferred
- Strong knowledge of the vendor CAT models including, but not limited to, RMS is required
- Ability to utilize proprietary pricing models, portfolio optimization models and aggregate accumulation models is essential
- Strong knowledge of Microsoft Office programs, e.g. Word, Excel, PowerPoint and Outlook
- Strong verbal and written communication skills
- Excellent interpersonal and analytical skills
- Ability to liaise with brokers and home office
- Superior organizational skills with a high degree of accuracy and attention to detail
- Ability to work independently and assume a high level of responsibility
- Willing to travel abroad for marketing and business development activities
- Willing to work overtime as required to meet the demands of the business

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

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

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

**Applications must be received by August 23, 2011**

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