

CATLIN

Operations Manager

Catlin Insurance Company Ltd. (Catlin Bermuda) is a member company of Catlin Group Limited, a substantially capitalized, publicly listed Bermuda-based specialty insurer and reinsurer.

Catlin Bermuda invites applications for the position of Operations Manager. Reporting to the Head of Operations, the successful candidate will be responsible for the day to day management of Catlin Bermuda Operations team. Responsibilities will include but are not limited to the following:

- Management of Operations staff including appraisal and staff development, identifying and communicating the operational needs of the team;
- Management of technical processing, operations support and data entry processes including the oversight of outsourced processes, ensuring adherence to policy and procedures as outlined by the Head of Operations, and ensuring that all risk records reflect an up to date and accurate estimate of premium written;
- Manage reporting deliverables and requirements for premium movements, unallocated cash and any relevant key performance indicators that are required;
- Regular liaison with Brokers, Underwriters, Finance, Claims and Group Operations as required to ensure all stakeholders are fully briefed, including the participation and preparation for Operations meetings in addition to understanding and achieving commitments to internal clients;
- Maintain awareness of ongoing internal initiatives that could have a direct impact on services within area of responsibility;
- Work on and assist with various projects as may be requested by the Head of Operations.

Applicants must possess the following qualifications and experience:

- Minimum of 8 years experience in similar level post
- Highly developed process management skills, maintaining oversight and attention to detail, with a proven track record of at least 2 years of experience managing a team
- Experience in the management of data entry and administrative support services
- Experience in managing in-sourced processes
- Experience in the processing of (re)insurance risks and premium adjustments into underwriting system
- The ability to interpret policy language to ascertain potential risk transfer or data entry issues

Please apply in writing, with resume and professional references, to:-

The Head of Human Resources
Catlin Insurance Company Ltd.
P.O. Box 1287
Hamilton HM FX

Closing date: September 27, 2011