



Medical Underwriting Case Coordinator

BF&M Life Insurance Company Limited is looking for a Medical Underwriting Case Coordinator to join our Underwriting Team.

Job responsibilities will include, but are not limited to:

- Preparation and coordination of all correspondence for the Underwriting Team
- Liaising with Physicians and Insured to obtain medical information
- Liaise with Underwriting and BF&M staff members

Applicants must possess a university degree and be willing to work towards the FLMI professional designation and the UND 386 LOMA examination. Strong organizational and administrative skills, as well as excellent oral and communication skills, are essential to this position. The successful candidate should also possess the ability to prioritize a demanding work load in order to meet deadlines for both internal and external customers. In addition, a proficiency with Microsoft Office Suite of Products, including advanced Excel skills are required. Preference will be given to candidates with one or more years of experience in a similar environment.

Interested applicant should apply in writing with full résumé and references to:

***Vice President, Human Resources
BF&M Insurance Group
P.O. Box HM 1007, Hamilton HM DX
e-mail: bfmjobs@bfm.bm***
***Deadline for application is October 24, 2011
BF&M is an equal opportunity employer***



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