



## Underwriting Assistant

Our client, a Bermuda domiciled captive insurance company providing professional indemnity insurance on behalf of a global professional services network requires an Underwriting Assistant to assist with all aspects of its insurance and reinsurance renewals. This is an entry level role providing assistance with all policy documentation related matters and generally supporting the various insurance and reinsurance renewal related processes. The successful candidate must be self-motivated, enthusiastic, and able to work effectively and reliably in a demanding work environment.

### Duties & Responsibilities

The role's core responsibilities will include, but not be limited to, the following:

- Assistance with insurance policy documentation matters, including the drafting and issuance of proposal forms, policies, endorsements and invoices, and the related tracking and filing thereof.
- Assistance with other insurance renewal related activities such as the review of renewal forms and assistance with various regulatory compliance matters including trade sanction screening and review of compliance with local laws and regulations in various countries.
- Assistance with reinsurance renewal related activities; including co-ordinating the signing and filing of non-disclosure agreements, compiling and/or reviewing the statistical underwriting data to be included in reinsurance submissions, and reviewing and filing signed reinsurance agreements and premium invoices.
- Responsibility for keeping underwriting data in the Company's systems up to date.
- Administrative assistance with all aspects of meeting preparation and other duties such as filing as may be required.
- Interaction with various stakeholders including third party service providers.
- Provide assistance as required to the Underwriting Manager(s) and Head of Insurance & Reinsurance in relation to periodic projects.

### Qualifications, Skills & Experience

Candidates should possess the following:

- A bachelor's degree;
- Attention to detail and strong organisational skills are a necessity;
- Proficient in the Microsoft Office suite of software applications with advanced Excel skills required;
- Strong written and verbal communication skills;
- (Re) insurance industry experience is not required but is considered an asset; and
- A willingness and capacity to work overtime at short notice is essential as this is a highly demanding environment with very tight report deadlines.

To apply for the above position, please visit our careers page at [kpmg.bm](http://kpmg.bm).

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**Deadline to apply is Wednesday, September 19, 2018.**