

## Medical Underwriter

We are seeking an experienced Medical Underwriter to work in our Group Insurance Department. The individual will work closely with internal and external stakeholders in handling all aspects of employee benefits.

### Core responsibilities include:

- Evaluate the risks for a variety of insurance policies by reviewing all necessary medical documentation
- Evaluate the risks of new and existing clients and make appropriate underwriting decisions
- Calculate of excess amounts for Group Life & Long Term Disability which are in excess of the clients' non-medical limit
- Notify eligible clients regarding excess coverage
- Determine if additional medical reports are required to complete the underwriting process
- Request reports from local or overseas providers, if necessary
- Work with the reinsurer on specific cases
- Update benefits and underwriting status in the system
- Develop and provide written correspondence to employers and employees regarding final underwriting decisions
- Send all relevant invoices pertaining to medical reports for payment
- Manage and address ad hoc client requests

### Qualifications and experience required:

- Minimum of two year's work experience in group employee benefits
- Experience working in the insurance industry
- College degree in a related field (eg. Business Administration, Healthcare) or equivalent work experience
- Knowledge of underwriting procedures
- Proficient in Microsoft Suite
- Excellent math skills
- Strong knowledge of Medical terminology
- Relevant professional designations preferred (e.g. HIA, ACS, FLMI, ALMI, HIAA)

**Closing Date:** Wednesday, September 18, 2019

Send your resume to: Human Resources Department,  
The Argus Group, 14 Wesley Street, Hamilton, HM11 or,  
The Argus Group, P.O. Box HM 1064, Hamilton HM EX  
tel: 295-2021 | fax: (441) 292-6763

email: [resume@argus.bm](mailto:resume@argus.bm) | [www.argus.bm](http://www.argus.bm)

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