



Job Role: ASSISTANT UNDERWRITER - CANADA PROFESSIONS

Reports to: TOM CHAPLIN – CANADA PROFESSIONS TEAM LEADER

Role Definition

The Underwriter's role is to work closely with the Canada Professions Team in all aspects of underwriting, which includes new business and renewal underwriting, answering broker queries and business development.

Key Responsibilities & Accountabilities

- Deal with enquiries from brokers
- Produce and send quotations
- Business development duties, meeting new brokers and clients raising brokers' and clients' awareness of products, launching new products, corporate hospitality and may involve travel to Canada where relationships are developed or need developing further
- Investigate Insurance legislation, regulation and compliance issues relative to transacting business in Canada.
- Meet performance standards
- Responsibility towards colleagues
- To underwrite within agreed authority levels and parameters
- Work effectively in a team
- To prioritise where necessary identifying tight deadlines
- Meet performance standards
- Responsibility towards colleagues
- To underwrite within agreed authority levels and parameters
- Work effectively in a team
- To prioritise where necessary identifying tight deadlines

Skills & Abilities

- Operate under pressure
- Accurate numeracy skills
- Good command of the English language, spoken and written
- Good communications skills, courtesy and patience
- Attention to detail is a must
- Confident, energetic and assertive
- Presentable and have a flexible attitude
- Excellent work ethic
- Excellent inter-personal skills to develop close rapport with brokers



Knowledge & Experience

- Assistant Underwriting experience in a PI environment preferred
- Ability to develop a good understanding of PI insurance

Professional Qualifications (preferred)

- A-Level or Degree preferred
- Lloyds Introductory Exam