



Job Role: ASSISTANT UNDERWRITER – US HEALTHCARE
Reports to: TIMOTHY BOYCE – HEALTHACARE TEAM LEADER

Role Definition

The Assistant Underwriter's role is to work closely with the US Healthcare Underwriters and Team Leader.

Key Responsibilities & Accountabilities

- Maintain and update the renewal and prospect list
- Diarise accounts with claims for three month review by Underwriter
- Workflow allocation to Underwriters (expedite declines)
- Quote and bind small renewals (referral needed)
- Chase and process subjectivity information (referral needed)
- General enquiries from brokers including sending renewal information, handling BOR requests and extensions.
- Maintain and produce regular underwriting reports around the portfolio
- Creation of broker reports prior to travel by Underwriters
- Creation of complex or manual policies
- Completion of finalized quotation prior creation of binder
- Work alongside the US Healthcare Team Leader
- Event organisation
- Team liaising with Product Team/NERD, Accounts and Underwriting Support
- Meet team performance and service standards
- Consistently deliver top quality service to underwriters, brokers and clients
- Build strong internal relationships by treating all colleagues with respect and decency
- Work effectively as part of a team
- To ensure that attention to detail is applied at all times
- To prioritise where necessary identifying tight deadlines

Skills & Abilities

- Strong work ethic, with drive and a determination to succeed
- Demonstrate genuine passion and enthusiasm for the business
- Clear focus on quality of output and setting high standards for themselves
- Confident, energetic and assertive
- Good communications skills, courtesy and patience
- Ability to operate under pressure
- Attention to detail
- Presentable with a flexible attitude



JOB DESCRIPTION

- Strong numeracy skills
- Good command of the English language, spoken and written

Knowledge & Experience

- Computer literacy with strong skills in Outlook, Word and particularly Excel

Professional Qualifications (preferred)

- Degree / ACII or equivalent