



Job Role: USA PROFESSIONS ASSISTANT UNDERWRITER

Reports to: JONATHAN SWANN - DIRECTOR

Role Definition

The Underwriter's role is to work closely with the USA Professions Team in all aspects of underwriting, which includes chasing new business and renewal quotations, answering broker queries and business development. The position will involve working towards underwriting renewal, and then new business accounts.

Key Responsibilities & Accountabilities

- Monitor and chase new business and renewal quotations on behalf of the team
- Deal with enquiries from brokers
- Produce and send quotations
- Business development duties, meeting new brokers and clients, raising brokers' and clients' awareness of products, and launching new products
- Investigate Insurance legislation, regulation and compliance issues relative to transacting business in the USA.
- Meet performance standards
- Responsibility towards colleagues
- Work towards underwriting 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



JOB DESCRIPTION

- 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