



**Job Role:** MEDIA UNDERWRITER - USA

**Reports to:** MEDIA TEAM LEADER

## Role Definition

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The Underwriter's role is to work closely with colleagues within the Media team, in all aspects of underwriting, which includes new business and renewal underwriting, proactive business development activities and responding to broker queries.

## Key Responsibilities & Accountabilities

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- Deal with enquiries from brokers
- Rate, produce and send new business and renewal quotations
- Business development duties: proactively developing broker accounts and client relationships, attending broker and client meetings, raising awareness of products, corporate hospitality, developing new and maintaining existing relationships, all of which will involve travel to the USA
- Assist with the marketing and launch of new products and coverage enhancements
- Assisting the team meet and exceed new business and renewal retention targets
- Investigate insurance legislation, regulation and compliance issues relative to transacting business in the USA and internationally
- Team project work, as and when required, ensuring projects are completed on time and to requirements
- Meet performance standards and business plan targets
- Collaborating with and supporting colleagues
- Ensure strong attention to detail is applied at all times
- Work effectively within a team and refer where appropriate
- To underwrite within agreed authority levels and parameters
- To prioritise where necessary, identifying important deadlines

## Skills & Abilities

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- Ability to operate under pressure and to tight deadlines
- Accurate numeracy skills
- Excellent analytical skills
- Good written and verbal communication skills
- Good command of the English language, spoken and written
- Attention to detail is a must



## JOB DESCRIPTION

- Presentable appearance
- Flexible attitude
- Proactive approach and display of initiative

### Knowledge & Experience

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- Computer literacy with strong skills in Outlook, Word and particularly Excel
- Experience as an underwriter is essential
- Professional Indemnity underwriting experience is preferred but not essential
- Ability to develop a deep understanding of Media insurance and the Media market

### Professional Qualifications (preferred)

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- Educated to degree level or equivalent standard
- CII qualifications