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Assistant Reinsurance Operations Manager

Our client, Starr Insurance & Reinsurance Limited, is seeking an Assistant Reinsurance Operations Manager to join their team.

Duties & Responsibilities:

- Receive submissions, download information and set up new business and renewal files
- Participate with pricing, underwriting and quoting business
- Conduct extensive review and analysis of new and renewal submissions of facultative reinsurance and punitive damage wrap accounts for completeness and acceptability
- Ensure timely logging and accuracy of all underwriting data within the underwriting system, including peer review
- Assist with audit checks for compliance with internal and external audit controls
- Contribute to system testing, ad hoc projects and research work as directed

Minimum Qualifications, Skills & Experience:

- Bachelor's degree with 5 years' experience in a reinsurance operations role
- Proficiency with MS Office Suites, specifically Excel
- Ability to work independently within a small team, with emphasis on accuracy and timeliness
- Strong interpersonal and communication skills (both written and verbal)
- Ability to organize and prioritize demanding workload, team player who takes exceptional pride in their work, ability to work late evenings and weekends overtime as required

To apply please send your résumé to bdajobs@expertisegroup.com or view our active roles online at www.expertisegroup.com.

All enquiries will be dealt with in strict confidence.

Closing Date: January 13, 2021