



HAMILTON AT LLOYD'S

We're writing the future of risk.

Join us, and we will ask you to Be smart, Be sensible, Be open and, above all else, Be more—strive harder, reach further, never give up. These First Principles are the intellectual and moral compass of everyone at Hamilton. They shape the way we build our team, the way we work and the way we prosper.

We're looking for an Underwriting Assistant, Specialty

Reporting to our Underwriter, Specialty (Specialty at Hamilton includes Accident & Health, Contingency, Political Violence and Financial Institutions) you will provide underwriting support and assistance to all members of the Specialty team. Apply your attention to detail, intellectual capacity and problem solving to record risk details on the underwriting system, build broker relationships and retrieve data. You will have the opportunity to develop your knowledge of several business classes and the overall accounts written.

What you will help us do

You'll be asked to carry out the following specific actions:

- Liaise with underwriting staff to ensure correct interpretation of data for accuracy and completeness
- Conduct checks pre-bind through WordSensa
- Pre-bind sanction checking
- Maintain underwriting files and keep all documentation in order
- Work with the underwriting team in the control and administration of line slips and binders
- Liaise with the finance team by answering queries, and tracking and monitoring premiums with core underwriting systems
- Oversee premium notice of cancellation process and monitor credit control for accuracy and timely progress
- Liaise with brokers regarding premium income monitoring, late premiums and premium cancellation
- Collate responses and manage queries
- Work with underwriting support functions to respond to regular control and exception reports and ensure adherence to common standards across the business
- Work with the underwriting team to develop requirements for statistical and analytical reports for underwriting function
- Create and monitor renewal lists
- Work with underwriting support functions to resolve data entry queries
- General administrative support as and where required
- Other ad-hoc duties and projects as required

What you require for the job

As an Underwriting Assistant, Specialty, you will possess the following experience, technical skills and personal characteristics:

- Some experience in a similar insurance role or several intern roles
- Minimum good A level standard of education
- Solid IT skills especially using Microsoft Excel. Experience of insurance data entry systems would be beneficial
- Ability to communicate findings effectively
- Effective verbal and written communication skills
- Excellent interpersonal skills and the ability to earn the trust of others

Hamilton Underwriting Limited is the Lloyd's managing agency of Hamilton Insurance Group ("Hamilton"), the Bermuda-based holding company for insurance and reinsurance operations in Bermuda and at Lloyd's. Hamilton leverages analytics and research to create underwriting and investment value for its clients and shareholders.

STRONG REFERENCES REQUIRED

Interested persons should apply no later than 17th of August, 2018 and direct their application to:
Talent@hamiltongroup.com