



## EMPLOYMENT OPPORTUNITIES IN QBE EUROPEAN OPERATIONS

**Job title:** Underwriting Assistant  
**Department:** Property, Casualty, Motor  
**Location:** Leeds

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### **Role Purpose (Summary)**

To provide an efficient and effective support service to the underwriters

### **General Description**

As a member of the Underwriting Support team, this role will maintain underwriting support by:

- Accurate and appropriate data capture on company underwriting systems
- Document production and maintenance
- Renewal and MTA preparation
- Adherence to underwriting standards and good practice
- Complying with all legal and regulatory requirements
- Document scanning, file maintenance and general administrative duties

### **Essential Requirements**

- Some office/administrative experience in an insurance/underwriting environment
- Educated to GCSE/Standard Grade level or equivalent
- Accuracy and attention to detail
- Good organisation skills with ability to work to deadlines
- Ability to work as part of a team
- Working knowledge of Microsoft Word, Excel and Access
- Desire to gain knowledge and skills in underwriting environment