



EMPLOYMENT OPPORTUNITIES IN QBE EUROPEAN OPERATIONS

Job title: Underwriting Assistant - Offshore Energy

Department: Marine, Energy & Aviation

Location: London

Role Purpose (Summary)

To provide an efficient and effective support service to the underwriters

General Description

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

- Accurate and appropriate data capture and management on company systems (including aggregation and benchmarking databases).
- Working closely with underwriters to understand individual risk characteristics and underlying assumptions within the underwriting process
- Progressing with the evolution and optimisation of the current processes in place
- Assisting in the timely collation and processing of data for various regulatory and internal data returns
- Statistical analysis and interpretation of data
- Liaising both within the team and with Operations / Business Performance & Reporting departments
- Ensuring a clear audit trail is maintained in order for inspection and verification of data.

Essential Requirements

- An advanced knowledge of Excel
- Some office/administrative experience in an insurance/underwriting environment an advantage
- Graduate level qualification would be an advantage
- Strong numeric skills (A level or Degree level maths/statistics would be an advantage)
- Accuracy and attention to detail
- Good organisation skills with ability to work to deadlines
- The role requires a motivated and committed candidate
- Ability to work as part of a team
- Desire to gain knowledge and skills in underwriting environment