



## Career Opportunity

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### Underwriting Assistant (Motor)

The position will be part of the Motor Department and will assist in the efficient and optimum performance of all aspects of the Underwriting Duties within the Department. The position reports to the Team Leader.

#### Main Duties will include:

- Assist in the Motor Underwriting process
- Assist with the preparation of quotations and tenders
- Assist in the application and control of procedures
- Provide outstanding customer service

#### Qualifications and Experience:

The ideal candidate should possess the following profile:

- Holder of a minimum of a Higher School Certificate (HSC) or equivalent
- Have at least 1 year experience in the insurance industry
- Preference will be given to those studying towards the CII qualification
- Be customer-oriented
- Good interpersonal and communication skills (both oral and written)
- Be able to handle pressure to deliver against tight deadlines
- Be well conversant with MS Office Tools (including PowerPoint) and with passion to excel

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae quoting **“Underwriting Assistant - Motor”** in the subject line to [hr@swanforlife.com](mailto:hr@swanforlife.com)

Closing: 23 April 2019

#### The Company reserves the right

- 1 To convene only the best qualified candidates to participate in the selection exercise.
- 2 Not to make any appointment following this advertisement