



Career Opportunity

Swan General Ltd has an opportunity for an Underwriting Officer in the Corporate department - Specialty Risks

The job incumbent will report to the Manager - Specialty Risks, Property and Liability.

Responsibilities

- Underwriting and Technical duties
 - Risk assessment and management of specialty and financial risks within the specialty risks portfolio
 - Preparation, submission, recording and follow-up of quotations
 - Recording and submission of instructions to Documentation and Policy Processing

- Portfolio Management and Customer Relationship Management
 - Monitoring of existing clients' accounts
 - Provision of technical guidance and assistance to internal and external customers
 - Prompting growth, upselling and business acquisition
 - Customer Relationship Management duties

- Monitoring of Departmental Processes
 - Monitoring of conversion rate, renewal retention rate and renewal protocol, lost accounts, deliverables
 - Assist in process improvement

Profile of the ideal candidate

- Diploma in Insurance or Degree in Finance/Business/Banking or studying towards same
- At least 3 years' experience in Financial Lines Underwriting/Insurance/Finance
- Ability to critically analyze annual reports and financial statements
- Excellent analytical and numeracy skills
- Excellent presentation and communication skills (written and oral)
- Ability to build strong interpersonal connections
- Ability to operate under pressure and within tight deadlines
- Be conversant with MS Office Tools (Word, Excel and PowerPoint)

If you believe that you fit the above profile, please send your application letter and a full curriculum vitae to hr@swanforlife.com quoting 'U/O - SR' by Tuesday 19th November 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.