



Career Opportunity

Swan General Ltd has an excellent opportunity for an Underwriting Officer in the Corporate Property and Liability Business Unit

Responsibilities

- Underwriting and Technical duties
 - risk assessment and management
 - preparation, submission, recording and follow-up of quotations/tenders
 - recording and submission of processing instructions to Documentation and Processing Unit
 - risk surveying
- Portfolio Management and Customer Relationship Management (CRM) - direct and brokers' business
 - monitoring existing clients' accounts
 - providing guidance and assistance to internal and external customers
 - prompting growth, up selling and business acquisitions
 - CRM duties
- Monitoring of processes
 - conversion rates, retention rates, renewal protocol and loss accounts
 - assist in process improvements
- Performance of any other cognate duties aligned to business requirements

Profile of the ideal candidates

- Higher School Certificate (HSC) or equivalent
- Diploma in Insurance or progress towards
- At least 3 years' working experience in the Insurance industry (non life)
- Working experience in customer service will be an advantage
- Thorough understanding of the Insurance Value Chain will be an advantage
- Proven training in soft skills
- Have good interpersonal and communication skills – both written and oral
- Be conversant with MS Office Tools
- Be able to work in a team
- Be able to work under pressure to meet deadlines

If you believe that you fit the above profile, please send your application letter and curriculum vitae to hr@swanforlife.com quoting 'Underwriting Officer - Corporate Property and Liability' by Friday 30th June 2017.

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.