

CURRENT VACANCIES AT RCHL GROUP LIMITED

**One Commercial Specialty:
Assistant Underwriter – Professional Indemnity**



Role Description

ROLE TITLE:
Assistant Underwriter – Professional Indemnity
REPORTING TO:
Dan Mitchell
OVERALL PURPOSE OF JOB:
To support the acquisition and retention of profitable business and maintain OCS underwriting standards in line with the Business Plan.
KEY DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • To support in the Underwriting of new and existing business in accordance with the company’s underwriting strategy and Underwriting Guide • Processing policy amendments • Resolution of queries from clients, other team members etc • Resolution of accounts queries • Identify own training needs and communicate requirements to line manager • Work in accordance with personal Underwriting Licence / Authority • Work in accordance with OCS’s service standards • To gain Underwriting expertise in OCS underwritten products, adherence to Binding Authority, Underwriting Guide and Underwriting License. • Identify and seek out additional key risk information required to adequately underwrite and price risks for referral. • Follow procedures and guidelines set. • To administer quotes, new business, renewals and MTA’s within service standards, responding to customer enquiries. • To resolve and action account queries. • A sound knowledge of the insurance products and wordings offered. • To issue documentation within service standards. • Support the business goals by demonstrating excellent customer service skills. • Ensure consistency and accuracy of computer data and Websure records. • Awareness and understanding of FCA and regulatory requirements and application to OCPC business. • Identify own training needs and communicate requirements to line manager.
TECHNICAL SKILLS REQUIRED
<ul style="list-style-type: none"> • Excellent telephone manner, customer service skills and ability to work under pressure. • Good communication skills.

- Knowledge of insurance products and processes for professional indemnity.
- Excellent business knowledge of customers and competitors.
- Displays initiative, with the ability to work with minimal supervision and to strict deadlines.
- Well-developed planning and organizational skills.
- Good knowledge of the regulatory needs of the business and law as it relates to insurance.

OTHER SKILLS REQUIRED

- Good knowledge of Microsoft Office.
- Ability to write in plain English and avoid unnecessary use of jargon.
- Enthusiastic team player.
- A good understanding of the broker environment and broker relationships.
- Flexible and open minded.
- Customer focused with the ability to understand and anticipate customer needs.
- Ability to work accurately and consistently.
- Good influencing and negotiation skills.
- Ability to do varied and challenging work as needed.
- Positive attitude to taking on new tasks.
- Responsibility for developing self

CLOSING DATE:

30th October 2020

To apply, send your CV to careers@rchl.co.uk