

JOB DESCRIPTION

Position Title: Marine Insurance Technician
Reports To: Associate Director, BankServe
Location: London

Summary of Position:

To provide support to BankServe Brokers and Directors.

Key Responsibilities & Accountabilities:

- Preparation of Slips and Underwriting information for broking purposes
- Preparation of cover notes, premium, Contract Load Up & all relevant documentation
- Assist with the placing of business as required
- Liaison with clients and markets as necessary
- Maintenance of placing files
- Provide support to BankServe Directors, Consultants & Brokers
- Assist in controlling premiums, commissions, allocating cashes, chasing bad debts & other monetary functions
- Adhere to company and regulatory policies, procedures together with mandatory training requirements
- Adhere to financial reporting requirements including monthly phasing of income

Functional & Behavioural Competencies required:

- Some experience in a Insurance environment (Marine preferred but not essential)
- Ability to assemble broking presentation materials accurately and efficiently
- Strong communications skills both verbally and written
- Market skills and market relations
- Working knowledge of Word, Excel and Outlook
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative

- Empowering
- Disciplined