

JOB DESCRIPTION

Position Title: Reinsurance Broker Support Technician

Reports to: Director, Specialty Casualty

Location: London

Key Responsibilities & Accountabilities:

- Co-ordinates placement of risks, including production of documentation to assist placement and maintenance throughout the risk life cycle (underwriting submissions, market reform contracts, wordings, endorsements)
- Plays a highly active role/relationship with clients via e-mail, telephone and face-to-face, dealing with Client, Underwriter and Market Representative queries
- Demonstrates excellent technical knowledge and ability to communicate this to various audiences (Reinsureds, Overseas Brokers, Internal and Underwriters)
- Ensures that accounts are serviced efficiently and professionally – creates MRC slips, policy wordings and Underwriter submissions; deals with slip endorsements; negotiates bespoke wordings to meet Clients' needs
- Monitors and maintains workflow, budgetary records, policy wordings; operates a paperless filing system and strives to streamline processes
- Utilises PPL, Atlas, BARS, other market and internal systems as appropriate
- Works with Brokers and Directors to identify and qualify opportunities for business development
- Assists in design of complex programme structures to provide innovative risk transfer alternatives as required
- Ensures excellent service and compliance using meticulous checking and organisation; keeps internal compliance records updated
- Maintains up-to-date working knowledge of regulatory requirements
- Enables and encourages interaction and collaboration with other departmental units
- 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:

- Experience of the technical tasks listed under key responsibilities & accountabilities
- Sound knowledge of Insurance/Reinsurance principles, practices and products
- Experience and knowledge of class of risk i.e. Property, Casualty & Specialty Reinsurance
- Experience of binding authorities and other delegated authority business
- Experience of client relationship management
- Some experience of production and new business development
- Sound understanding of regulation and legislation requirements
- Excellent IT skills and ability to pick up new systems quickly
- Ability to assemble broking presentation materials accurately and efficiently
- Self-motivated
- Forward thinker and planner; proactive and uses initiative
- Adapts and responds well to change and pressure
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills
- Excellent persuasive and influencing skills
- Client facing and customer focused
- Communicates clearly; effectively contributes to the team and interacts with others
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined