



Job Role: LIFE SCIENCE ASSISTANT UNDERWRITER

Reports to: SEAN BURKE, LIFE SCIENCE TEAM LEADER

Role Definition

This is an exciting opportunity for anyone wanting to take the next step into an underwriting role or transition into life sciences. The role is suitable for candidates with a passion for life, an extroverted personality and a hunger for personal development. If you want the opportunity to develop your own business relationships and wish to be a key contributor to growing team this is the job for you.

Key Responsibilities & Accountabilities

You responsibilities:

- Profitable underwriting of the renewal book
- Maximising the retention of existing business within the underwriting guidelines set
- Marketing of the account using both existing contacts and new relationships
- Establishing, developing and maintaining positive business and customer relationships
- Assisting in the development of new products
- Production of monthly reports and statistics
- Provision of a first class service to brokers and clients alike
- Delivery of regular and systematic update to your team manager providing updates on customer needs, market problems, competitive advantage opportunities including potential for new products
- Deal with enquiries from brokers
- Keep abreast of best underwriting practices and product class litigation
- General ad-hoc duties

Skills & Abilities

- Ability to think for yourself, innovate and create solutions
- A passion for this industry sector or eager to learn
- Work effectively in a team
- To ensure that attention to detail is used at all times
- The skills required to prioritise and organise workflow whilst maintaining service standards
- Be confident, energetic and a good communicator
- Ability to meet tight deadlines and maintain required service levels
- Excellent work ethic

Knowledge & Experience

- Minimum 3 years of insurance experience



Professional Qualifications (preferred)

- Minimum degree level
- Minimum Dip CII or above