



Job Role: UNDERWRITING SUPPORT ASSISTANT

Reports to: UNDERWRITING SUPPORT TEAM LEADER

Role Definition

The Underwriter's Support role is to provide effective administration support for the day to day running of an Underwriting team.

Key Responsibilities & Accountabilities

- Provide full support to the underwriting teams including various back office functions, filing and assisting with general a-hoc duties
- Prepare various activity reports and spreadsheets
- Administer the department diary, which involves chasing outstanding items such as subjectivities and renewal business.
- Answering incoming calls
- Meet performance standards
- Responsibility towards colleagues
- To ensure that attention to detail is used at all times
- Work effectively in a team
- To prioritise where necessary identifying tight deadlines

Skills & Abilities

- Strong organisational skills
- Operate under pressure
- Accurate numeracy skills
- Good command of the English language, spoken and written
- Good communications skills, courtesy and patience
- Attention to detail is a must
- Confident, energetic and assertive
- Presentable and have a flexible attitude

Knowledge & Experience

- Computer literacy with strong skills in Outlook, Word and particularly Excel
- Experience within an office environment is helpful but not essential
- Attention to detail is a must
- Excellent work ethic



Professional Qualifications (preferred)

- Educated to degree level