



## About Us

Since 1977, TransRe' vision has been to deliver the capacity and expertise necessary to contribute to the sustainable growth of prosperous communicates worldwide.

## Our Mission

Our mission is to be the first- choice provider to reinsurance to our customers, based on:

<b>Experience</b>	the foundation of our long term, trust-based relationship is built on long tenured leadership in every line in every region.
<b>Accessibility</b>	our global network of local support for all property and casualty lines of business.
<b>Strength</b>	the cornerstone of our ability and willingness to pay claims.
<b>Innovation</b>	to track record of collaboration and service delivery to support your sustainable profitable growth.
<b>Expertise</b>	the basis of our timely, value-added insight and offerings.
<b>+ Resilience</b>	we exist to improve the resilience of communities worldwide, through our products, our people and our partnerships.

We have the following job opportunity in our **New York City** office:

### **Underwriting Analyst (FAIRCO)**

#### **Description**

As a member in the FAIRCO Department, this individual will be responsible for the following:

#### **Operations and Program Management**

- Works to attain knowledge of all programs and products across the FAIRCO platform.
- Assists Program Directors in the due diligence, set-up and implementation of new programs by working with the program directors to ensure all documentation is up-to-date.
- Maintains records and files to ensure completeness and consistency, including forms, completed filings, compliance, and legal documentation/reports/charts.
- Tracks, coordinates, and follows up on various monthly submissions, including program specific reports and policy document submissions.
- Works with accounting to collect data as required by internal and external parties.
- Assists Program Directors in the development and review of IT and data requirements.
- Assists Program Directors in development of procedures and manuals as required.
- Assists in the maintenance of the FAIRCO website content, preparing drafts and obtaining proper graphics for Program Director review and updating.
- Acts as intermediary between units for the collection of data as needed.
- Works with accounting to resolve basic discrepancies between Program Administrators and FAIRCO.
- Assists in the administering the company ShareFile accounts for Program Administrators.

*We support diversity in the workplace. We are an Equal Opportunity Employer.*



- Conducts various studies, prepares reports and related information for decision making purposes. Prepared charts, tables, and logic diagrams needed in problem analysis; documents computations and processes; forms complete descriptions of all specifications required; analyze and develops specifications of business application.
- Manages small, one-off projects as needed.
- Interfaces in all aspects of user consulting, business analysis, general systems design, vendor, contracts and detail business specification development; learns user functions, organization, and role in the enterprise to the extent required.
- Assists in the monitoring of the company switchboard and information e-mail box.
- Deals with a variety of operations/production problems requiring judgement within generally defined policies and procedures.
- Performs other duties as assigned.

### **Product Development**

- Assist in the development of new products through form and product research.
- Researches and compiles data on new and upgraded products, including competitive and competitor information.
- Assist in the management of filing and regulatory approval process for custom forms and rates, including coordination of filings and research replies to state filing objections/inquiries.
- Manages filing status charts, logs, and reports.
- Implements and communicates changes or updates to the team.
- Prepares communications for Program Administrators for Program Director review.
- Works with Program Directors to manage one-off projects as required.
- Keeps current with property and casualty/life and health insurance knowledge and industry, including technology.

### **Regulatory and Claims**

- Review third-party work product in conjunction with Program Directors to ensure accuracy.
- Researches issues as they arise with products, programs, and program administrators.
- Assists us in managing compliance and assists in building and maintaining out compliance function within all FAIRCO units.
- Assists in cancellation/non-renewal monitoring as required during program run-offs.
- Works with the Program Directors and counsel to address regulatory and compliance questions and issues, update internal materials and perform research as Program Directors require.
- Works with claims as required to obtain information needed for claim review.
- Maintains familiarity with ISONet forms database, Reference Connect and SNL Rate and Rule databases.

### **Requirements**

- A minimum of 1 years' experience.
- Basic knowledge of insurance underwriting concepts and practices.
- Strong analytical skills.
- Strong written and oral communication skills.
- Proficient in Word, Excel and PowerPoint.
- Ability to prioritize, multi-task, remain highly organized and be detail oriented.
- Self-starter.

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### Our Values

To achieve our Vision and Mission, we maintain a culture of the highest ethical standards. We treat our employees and customers fairly. We stand behind our products and services. We act with:

<b>Integrity</b>	work honestly, to enhance TransRe's reputation.
<b>Respect</b>	value all colleagues. Collaborate actively.
<b>Performance</b>	we reward excellence. Be accountable, manage risk and deliver TransRe's strengths.
<b>Entrepreneurship</b>	seize opportunities. Innovate for and with customers.
<b>Customer Focus</b>	anticipate their priorities. Exceed their expectations.

*Interested in applying for this role? Email us your resume at [careers@transre.com](mailto:careers@transre.com) with the job title in the subject line.*