



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:

Experience	the foundation of our long term, trust-based relationship is built on long tenured leadership in every line in every region.
Accessibility	our global network of local support for all property and casualty lines of business.
Strength	the cornerstone of our ability and willingness to pay claims.
Innovation	to track record of collaboration and service delivery to support your sustainable profitable growth.
Expertise	the basis of our timely, value-added insight and offerings.
+ Resilience	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, NY** office:

Data Administrator – FAIRCO

Description

As a member of the FAIRCO unit, the Data Administrator will be responsible for handling all incoming data from FAIRCO partners and operations. Responsibilities will include, but not be limited to:

- Coordinating Premium and Claims data intake
- Maintaining and updating workflow processes
- Coordinating with Program Directors, IT, Claims and Finance as necessary
- Working with partners to reconcile data issues identified through FAIRCO's quality assurance protocols
- Coordinating all data requests received by FAIRCO underwriting
 - These requests come in from Legal, Program Administrators, Reinsurers, Risk Management, and others as the business requires

Requirements

- Strong Data management skills
- Full competency in Microsoft Office suite
- Experience working with both internal and external stakeholders at various levels
- Ability to be agile in a fast paced, constantly evolving environment
- Strong written and oral communication skills
- Experience with TIRS reinsurance systems is a plus

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:

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



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

Interested in applying for this role? Please send an email to adeluca@transre.com