



Technical Assistant

We have the following job opportunity in our **Overland Park, KS** office

Description

This role will be what you make of it! Those that want exposure to varied interesting work and progression to broader responsibilities and tasks, will be right at home.

The Technical Assistant will be a key contributor to the Treaty Underwriting team and will work closely with account executives, actuaries, catastrophe analysts, and more which will provide great exposure across the company. Responsibilities will include but not be limited to:

- Contributing to the underwriting process through assisting account executives with information gathering, data analysis, submission set up and underwriting compliance issues
- Analyzing underwriting contracts and premium forecasting.
- Partnering with contracts department, accounting, finance, IT and claims departments on reports and special projects
- Maintaining electronic underwriting files for internal and external audit purposes
- Entering Treaty data into TIRS, DMS and other required systems
- Other ad hoc duties as needed

Requirements

- College degree or equivalent work experience required.
- Key attention to detail and ability to review and manipulate data accurately
- Excellent Microsoft Office skills (especially Excel) and experience dealing with multiple business systems
- Capable of communicating with all levels of the organization
- Self-starter; flexible; team player willing to accept a wide diversity of responsibilities
- Proven analytical skills
- Effective time and project management skills
- Reinsurance/insurance knowledge preferred but not required

Work schedule will be full-time in-office, Monday - Friday

Interested in applying for this role? Please visit our [Careers Page](#) to apply!

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



About Us

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

Our Mission

Our mission is to be the first- choice provider of 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	a 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	existing to improve the resilience of communities worldwide, through our products, our people and our partnerships

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:

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.

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