



## **Underwriting Administrator (FAIRCO)**

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

### **Description**

This role will be what you make of it! Those that want exposure to varied interesting work in the insurance industry, will be right at home.

The Underwriting Administrator will be a key contributor to the FAIRCO team and will work closely with Program Directors and senior executives, providing great exposure across the company. Responsibilities will include but not be limited to:

- Facilitating travel arrangements
- Coordinating business outings, conference registrations and various day to day reservations
- Organizing internal and external meetings
- Preparing expense accounts as required
- Tracking, coordinating, and following up on various monthly reports and document submissions
- Assisting Program Directors with various tasks in the daily management of program business
- Maintaining company electronic files for internal and external purposes
- Monitoring and coordinating responses to company 1 (800) phone lines and informational email addresses
- Managing projects and other ad hoc duties as assigned

### **Requirements**

- College degree or equivalent work experience
- Strong Microsoft Office skills
- Excellent organizational skills - accurate and detail oriented
- Good communicator – oral and written
- Self-starter; flexible; team player willing to accept a wide diversity of responsibilities
- Ability to prioritize and handle multiple tasks

### **Work Schedule**

TransRe is supportive of an agile work schedule, which may differ based on individual roles, your local office's practices and preferences marketplace trends, and TransRe's business objectives. This position is eligible for a hybrid work schedule with approximately 3 days in the office per week, with the remainder of the week remote.

### **Compensation**

In addition to base salary, for this position, TransRe offers a comprehensive benefits package, paid time off, and incentive pay opportunity. The anticipated annual base salary range in New York for this position, exclusive of benefits, paid time off, and incentive pay opportunity is \$60,000 to \$75,000. This range is an estimate and the actual base salary offered for this position will be determined based on certain factors, including the applicant's specific skill set and level of experience.

This role is classified as non-exempt under the Fair Labor Standards Act (FLSA) and is eligible for overtime

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