

## Underwriting Assistant

We have the following job opportunity in our **Zurich** office

### **Description**

The Underwriting Assistant will support the Underwriting team in administration, data entry, information collation, wordings and compliance issues. Responsibilities will include but not be limited to:

### **Your responsibilities**

- Ensuring administration and sign off is completed within necessary time frames
- Responsibility for accurate data input into the underwriting system
- Chasing up accounts / tracking premiums
- Tracking exposures on emerging issues and claims
- Assisting in quarterly reporting requirements for business monitoring and exposure management (to include target risks tracking, EDA management, class quarterly reviews)
- Assisting in the underwriting audit process
- Providing assistance in the underwriting process for new and renewal treaty business
- Information gathering on events / topics relevant to the team
- Internal communication and collaboration with compliance, actuarial and finance functions

### **Your profile**

- University diploma or equivalent education
- Basic knowledge of insurance / reinsurance industry
- Fluent in English
- Strong analytical skills with the ability to think quickly and innovatively working at all times in a disciplined manner. A high level of competency in Microsoft Excel is essential
- Ability to take the initiative and work independently, as well as to work within a team
- Ability to perform tasks according to established procedures, with some ability to exercise discretion
- Ability to exercise judgment to identify and solve day to day problems in straightforward situations
- You will need to be enthusiastic, proactive, confident and curious. You should have great organisation skills, be IT literate and have good attention to detail

*Interested in applying for this role? Please forward your CV to [hrzurich@transre.com](mailto:hrzurich@transre.com) quoting to the job reference "Underwriting Assistant".*

Closing date: 31<sup>st</sup> December 2022



## About Us

Since 1977, TransRe's 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

## 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