

## Assistant Underwriter

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

### Description

The Assistant Underwriter will support the Underwriting team in administration, data entry, information collation, wordings and compliance issues. She/He will also conduct preliminary rating and underwriting analyses. Responsibilities will include but not be limited to:

### Your responsibilities

- Ensure administration and sign off is completed within necessary time frames
- Be responsible for accurate data input into the underwriting system
- Chase up accounts and track premiums
- Track exposures on emerging issues and claims
- Assist in the underwriting audit process
- Collect information on events / topics relevant to the team
- Communicate and collaborate with compliance, actuarial and finance functions
- Collect the required data/information to rate and underwrite business
- Support underwriters in rating treaty business
- Conduct preliminary underwriting analyses
- Participate in training and development activities to increase expertise
- Assist in quarterly reporting requirements for business monitoring and exposure management (to include target risks tracking, EDA management, class quarterly reviews)

### Your profile

- University diploma or equivalent education
- Basic knowledge of insurance / reinsurance industry
- Fluent in English, German and/or French, other European languages a plus
- 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 initiatives 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 "Assistant Underwriter".

Closing date: 14<sup>th</sup> June 2024



## 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

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