



Underwriting Assistant

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

Description

As a member of the Casualty Facultative Underwriting team, the Underwriting Assistant will be provide administrative and underwriting support to the underwriting team. Responsibilities will include, but not be limited to:

- Inputting all required underwriting submission information accurately and in a timely manner into the system
- Processing all endorsements and binders, including calculations and keeping the system up to date
- Processing the counterparty submission forms to reactivate or register new ceding companies or brokers
- Following up on submission information with clients and brokers
- Analyzing accounting reports and communicating with our accounting department in case of any premium discrepancies
- Following up with external clients about missing information or outstanding premiums due
- Management of underwriting information and other systems (e.g. TIRS, GRM, shared folders, DMS, excel, word)
- Maintaining overall underwriting files to assure most up to date accuracy

Requirements

- 3+ years of experience as a Technical Assistant or Administrator
- Experience in the insurance and/or reinsurance industry preferred
- Understanding of placement slips/policies, and insurance/reinsurance terms preferred
- Attention to detail and ability to review and manipulate data accurately
- Ability to complete tasks and assignments in a high volume work environment on a daily basis in a timely fashion
- Time management skills
- Knowledge of Excel, Word, PowerPoint, Outlook and other MS applications

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 located in our New York City office and is eligible for a hybrid work schedule with 3 days in the office per week, and 2 days 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 \$70,000 – 100,000. 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 salaried non-exempt under the Fair Labor Standard Act (FLSA). The incumbent will be paid for hours worked and will also be eligible to receive overtime pay.

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.