

Job Description

Job Title:	Acturis E-Trade Trading Underwriter
Responsible to:	Trading Manager
Department:	E-Trade

JOB PURPOSE:

Manage and develop the book of new business and broker relationships within our clients E-Trade proposition, focusing on service, trading and e-trade product excellence. Working collaboratively with the IT and Technical Underwriting departments to help evolve our clients Acturis products and processes

MAIN DUTIES & RESPONSIBILITIES:

- Reviewing and underwriting of quotations across all products within our clients underwriting appetite including any queries within the SLA's of the business.
- Working collaboratively with the IT and Technical Underwriting departments to help evolve our clients Acturis products and processes
- Regular communication with the Business Development Managers to maintain broker relationships
- Act as a referral point for lower level license holders
- Work closely and effectively with the Team to ensure that all work is completed within SLA's and to maintain broker relationships by offering a high level of customer service.
- Answer phone calls to brokers in a professional and friendly manner
- Operate in accordance within the Underwriting License given and use the Underwriting guide when in doubt or refer to senior colleagues for a collaborative approach.
- Take initiative, within the context of the role, to improve work processes and promote overall corporate goals
- Ensure Group trading entities deliver customer outcomes in a compliant manner in accordance with the principals of Treating Customers Fairly (TCF)

Person Specification

It is anticipated, that to be successful in this role, you will be able to demonstrate the following:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Work Related Personal requirements	Self-motivated Good at influencing and relationship building	
Competence Summary (knowledge, abilities, skills, experience)	Excellent communication skills Team Working Good organisational skills to ensure that company processes and procedures are followed	Ability to perform under pressure Problem solving
Qualifications and Training	Minimum of 2 years Underwriting experience (commercial insurance, property/casualty)	Cert CII or ACII qualifications
Other Work Requirements	To act in accordance with the Group's values with both internal and external customers to facilitate continued and improved company reputation and success	Positive attitude Reliable and dependable

BENEFITS

Competitive salary

Generous private health care and pension scheme