

Job Description

Job Title:	Existing Business Underwriter
Responsible to:	Artsure Director
Department:	Artsure

JOB PURPOSE:

To build and maintain broker relationships by offering a high level of customer service and to work closely and effectively with the team to ensure that all work is completed within SLA's.

MAIN DUTIES & RESPONSIBILITIES:

- Provide brokers with their Renewal Invites for Artsure Private Client within SLAs.
- Action Mid Term Adjustments and Cancellations within SLAs.
- Work through any renewals queries within SLAs.
- Maximise retention with a pragmatic approach to broker requests.
- Act as a referral point for underwriters with lesser authority.
- Answer phone calls to broker in a professional and friendly manner.
- Operate within the parameters of your Underwriting License.
- Make use of the Underwriting guide in addition to senior colleagues for a collaborative approach to underwriting.
- 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 at Eaton Gate, you will be able to demonstrate the following:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Work Related Personal requirements	Self-motivated Friendly, but professional Good relationship building skills Strong team working skills Ability to prioritise and ensure deadlines are met	
Competence Summary (knowledge, abilities, skills, experience)	Excellent communication skills Good organisational skills Strong commercial underwriting skills Proficient in using Microsoft Word and Excel	Ability to perform under pressure Problem solving
Qualifications and Training	Minimum of 2 years Private Client/HNW underwriting experience.	Dip 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

Bonus scheme

Generous private health care and pension scheme

HOW TO APPLY

Please submit your CV to the Artsure Director, Laurence Carr:

Laurence.carr@egmgu.co.uk