

Vacancy: Underwriting Assistant

Based in the City of London The Shipowners' Protection Ltd are the Managers of the Shipowners' Mutual Protection and Indemnity (P & I) Association, a Luxembourg based Protection and Indemnity Club. With over a century and a half of expertise in providing P&I insurance cover for smaller and more specialised vessels, Shipowners' is one of the oldest P&I Clubs in the world.

We are now seeking a friendly and hardworking individual to come and join us as an Underwriting Assistant in our fantastic Americas Underwriting team. We are looking for candidates that are happy to work in a support role providing efficient and timely assistance to the Underwriters. The role is the perfect starting point to learn about P&I insurance and the maritime industry whilst learning on the job about the principals and practices of the Underwriting role.

If interested in this role, please send us your **CV and covering letter** outlining why you would be suitable for this position and your salary requirements to recruitment@shipownersclub.com

Role Responsibilities:

- To provide administrative support to the Underwriting team.
- To provide a high level of service to our Clients through the prompt and accurate preparation of Clients' documentation, highlighting any service issues upwards.
- To advise account handler of outstanding premium position before documentation is produced and released in accordance with current underwriting procedures manual.
- To develop and maintain good working relationships at peer level within Brokers.
- To deal with queries by telephone/letter/email from external parties and ensure prompt resolution.
- To ensure that service levels are maintained during the absence of colleagues, answering basic queries and referring upwards the need for any technical response.

Experience/Skills Required:

- High level of accuracy and attention to detail.
- Ability to prioritise and organise workload in order to meet tight deadlines.
- Good listening skills and a quick and willing learner.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Must be able to work alone but also contribute as part of a team.
- French and or Spanish language skills would be highly desirable.
- Desire to gain knowledge and skills and develop further professional skills.
- Educated to A level or Graduate level.

Due to the large numbers of responses we receive, it is not possible to respond to every application. Therefore only short-listed candidates will be contacted for this particular role and if you haven't heard from us within 3 weeks please assume you have been unsuccessful on this occasion.

No Agencies please