

▶ VACANCY – CLAIMS EXECUTIVE BASED IN SINGAPORE



The Shipowners' Club is a mutual insurance association. We offer Protection & Indemnity (P&I), Legal Costs Cover and associated insurances to smaller and specialist vessel owners, operators and charterers around the world. Building on over 160 years of experience, the Shipowners' Club provides tailor-made insurance packages for each operator according to their particular need.

We are now seeking a Claims Executive, legally qualified in either England, Singapore or another common law jurisdiction to join us on a permanent basis. The successful candidate will be enthusiastic and a quick learner with a desire to develop in a friendly and supportive insurance company. This is a great opportunity for someone to join a strong, cohesive and experienced team, whilst building on their previous legal experience.

We recognise the business benefits of having a diverse and inclusive community. We all have something unique to bring to the table and by embracing those differences we seek to build and maintain an environment which attracts and values diversity and where everyone can develop their talents and be themselves. For us, diversity and inclusion goes above and beyond focusing on protected characteristics – we want all our colleagues to bring 100% of themselves to work. With a happy and engaged workforce we all strive to work together to be the best that we can be for the mutual benefit of ourselves and our Members.

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 hr.smplib@shipownersclub.com

Overall responsibility of the Role:

To provide sensitive, responsive, imaginative and cost effective claims handling and general support to Members and Brokers with claims issues.

Role Responsibilities:

- 1) To manage proper handling of own claim files, including file husbandry in accordance with current claims procedures manual.
- 2) To maintain accurate estimates on each file.
- 3) To prepare reports including; agenda notes, notification to reinsurers, Club circulars etc.
- 4) To report to, and assist Loss Prevention department, the Head of Claims – Singapore and the relevant Underwriter where a claims trend is detected.
- 5) To report in writing notification of large claims
- 6) To share knowledge, information and experience across the Claims team and department as a whole.
- 7) To develop the skills and knowledge required for the effective performance of the role by participating in and actively contributing to training and development activities.
- 8) To work with Underwriters to identify, attract, develop and retain business for the mutual benefit of the Club.
- 9) To assist the Head of Claims – Singapore and Claims Managers with or take the lead with ad-hoc Club projects.

Experience Required:

Knowledge

- Legal qualification
- Experience gained in a P&I or Defence Club will be advantageous
- Good understanding of International Group P&I Club aims, objectives, structures and finances.
- Good working knowledge of the International Group P&I Clubs approach to claims to ensure efficient service delivery.
- Detailed understanding of the foundations of shipping law, i.e.
 - The distinction between sources of law, whether statutory, common law, tortious or contractual.
 - The distinctions and interfaces between civil law and criminal law
 - Statute law and regulation
 - The basis of the law of tort
 - The genesis of contractual liabilities
 - General principles distinguishing between tortious and contractual damages
 - Personal injury damages calculation under English law, POEA, Singapore Workmen's Compensation Act and other relevant national compensation regimes.
- Detailed understanding the application of shipping law, i.e.
 - Athens Convention liabilities,
 - CLC liabilities and recoverable pollution damage,
 - Collision Regulations,
 - The interface of hull cover with P&I cover in relation to collision liabilities,
 - The three essential features of a bill of lading.
 - The Hague/Hague-Visby Rules and other relevant legal regimes governing contracts of carriage.
 - The distinction between bareboat, time and voyage charterparties.
 - The main charterparty wordings e.g. NYPE, Baltime, Gencon and tanker voyage C/P forms.
 - Through bills of lading and exposure to/recourse from pre/on-carriers.
 - The principles applying to the cover of consortia and space/slot charter arrangements affecting Members.
- Comprehensive understanding of all aspects of P & I cover.
- Detailed understanding of the principles of estimating and their application to own claims.

Skills

- Competent in handling all aspects of crew and FFO claims without supervision.
- Competent in handling all aspects of passenger, pollution, collision, cargo claims and fines without supervision.
- Competent in handling towage, wreck removal, general average, SCOPIC, salvors' liability and other miscellaneous contractual liability claims under supervision.
- Competent in writing coherent and comprehensive agenda notes on own claims and reports to reinsurers.
- Competent in attending meetings with Members and/or brokers and able to contribute effectively in a professional manner.

- Competent in leading meetings with Members and/or brokers and conveys confidence and anticipating queries.
- The ability to:
 - Where necessary, appropriately appoint correspondents/lawyers/experts.
 - Identify and evaluate evidence.
 - Analyse liability and quantum.
 - Litigate, arbitrate, mediate or settle by negotiation.
- Competent in travelling solo to visit Members/brokers who have generated claims.

Eligible to work in Singapore.

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.

Please note, we do not want and will not accept CV's via agencies.