

▶ VACANCY – ASSISTANT CLAIMS EXECUTIVE



The Shipowners' Club is a mutual insurance association based in the City of London. 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 an Assistant Claims Executive to join us on a permanent basis, within our Europe & Africa team. The successful candidate will be enthusiastic and a quick learner with a desire to develop in a friendly and supportive Claims team within a successful Marine Insurance company. This is a great opportunity for someone to join an experienced Claims team, with opportunity to study to become a Solicitor in the future should they wish.

We also have a hybrid working model (minimum 2 days in the office / 3 days remote).

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

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.

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, under supervision, proper handling of own claim files, including file husbandry in accordance with current claims procedures manual.
2. To maintain accurate estimates on each file in accordance with the Club's estimating philosophy and to investigate the cause of each claim.
3. To prepare reports including agenda notes, notification to reinsurers.
4. To report in writing notification of high potential, large claims (exceeding US\$200,000) to SPL Directors, Head of Claims, Syndicate Manager -Claims and the relevant Underwriter.
5. To report to, and assist Loss Prevention department, the Syndicate Manager - Claims, Head of Claims and the relevant Underwriter where a claims trend or problem vessel is detected.
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 Syndicate Manager –Claims and Deputy Manager with or take the lead with ad-hoc Club projects.

Experience Required:

- A law degree desirable
- Industry work experience desirable
- Good understanding of P&I cover
- A good understanding of the principles of estimating and their application to claims
- An understanding of the foundations of law:
 - The distinction between sources of law, whether statutory or common law.
 - The distinctions and interfaces between civil law and criminal law.
 - The basis of the law of tort and contract law.
 - General principles distinguishing between tortious and contractual damages
- Basic understanding of shipping law:
 - The distinction between bareboat, time and voyage charter parties.
 - The three essential features of a bill of lading and the different types of bills.
 - The Convention on Limitation of Liability for Maritime Claims.
 - The application and effect of the MLC.
 - The application of the Athens Convention and Passenger Liability Regulation; and
 - The interface between hull and P&I cover in relation to collision liabilities.

Candidates must be eligible to work in the UK.

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 Recruitment Agencies please.