

▶ VACANCY – UNDERWRITING ASSISTANT 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 an Underwriting Assistant 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 an experienced team, whilst building on their 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.

Overall Responsibility

To provide administrative support for the underwriting team in providing a liability solution to cover the operational needs of the Members.

Role Responsibilities

- 1) To provide a high level of service to Members through the prompt and accurate preparation of Members' documentation, highlighting any service issues upwards.
- 2) To fully adhere to the Underwriting Procedures Manual and all processes therein.
- 3) To advise account handler of outstanding premium position before documentation is produced and released in accordance with Underwriting Procedures Manual.
- 4) To develop and maintain good working relationships at peer level within Brokers.
- 5) To deal with queries by telephone/letter/email from external parties and ensure prompt resolution.
- 6) To ensure that service levels are maintained during the absence of colleagues, answering basic queries and referring upwards the need for any technical response.
- 7) To participate in training sessions to develop the skills and knowledge required for the effective performance of the role.
- 8) To ensure sanctions screening has been undertaken on Members, other named parties and all vessels, and any hits resolved, prior to binding cover or processing MTA's.
- 9) To complete a minimum 15 hours Continuous Professional Development annually.

Experience Required:

Knowledge

- Basic understanding of the Club's Vision, Strategy, aims, objectives, structure and finances.
- Basic knowledge of the Rules of the Association, Plain Language Policies and additional covers and understanding of their structures.
- Detailed working knowledge of the Club's systems and processes including the Underwriting Procedures Manual to ensure efficient and compliant service delivery.

Skills

- Effective use of the Club's computer system.
- Effective use of Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Accuracy and attention to detail.
- Basic numeracy and literacy.

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.