

▶ 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 dynamic and fast paced Americas Claims team. The successful candidate will be enthusiastic and a quick learner with a desire to develop in a friendly and supportive Marine Insurance company. This is a great opportunity to join and be mentored by a highly professional and experienced team of Claims professionals. The role combines technical/legal knowledge with commercial considerations, so this opportunity is ideal for someone who likes to balance the academic application with aspects of wider business. In addition, there's potential opportunity to study to become a Solicitor in the future should candidates want to.

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.
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 relevant managers.
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 with, or take the lead with, ad-hoc Club projects.

Experience/Skills Required:

- Previous Claims experience or desire to become an Assistant Claims Executive
- A law degree (or equivalent) - desirable
- Any level of Spanish or Portuguese - desirable
- Excellent communicators both in writing and face to face
- A problem solver with lots of initiative
- Industry work experience - desirable
- An understanding of the foundations of law with a basic understanding of shipping law

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.