

**Administrative Assistant (Energy)**

London

Perm, Full Time

Start Date: ASAP

**Purpose**

The primary purpose of the role is to provide support and administration for the underwriting of Lancashire and Cathedral's lines of business.

**Specific Responsibilities**

- Set-up system records and maintain underwriting systems and controls including LIDS and LIPPS
- Manage the endorsement flow from the trays for both LUK and 3010 including the Energy & Marine endorsement inboxes to ensure they are correctly filed and/or sent to the correct departments for action
- File and maintain electronic records of all underwriting documentation and related correspondence relating to Marine and Energy
- Support the aggregation workflow and assist the team with the entry of LUK and 3010 declarations for Marine and Energy
- Assist with the completion of underwriting front sheets for 3010
- Set up the Underwriting Management Conference Calls (UMCC), set up the systems and record the UMCC decisions
- Assist with reporting, projects and research work as required
- Attend client market presentations to develop a greater understanding of the business

**Essential Skills & Knowledge**

- Good level of formal education
- Some Insurance Industry experience
- Progression towards Cert CII / DIP CII or ACII is an advantage
- Proficient with Microsoft Office applications, particularly Excel and Word (intermediate)
- Excellent attention to detail, self-discipline and time management
- Good verbal and written communication skills
- Strong work ethic
- Self-starter with the ability to liaise with individuals at all levels
- Team player
- Ability to work flexibly to meet business needs including extended hours if required

**Lancashire Values**

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

**How to Apply**

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to [HR@lancashiregroup.com](mailto:HR@lancashiregroup.com)