

Underwriting Assistant

London

Permanent, Full-Time

Start Date: ASAP

Specific Responsibilities:

- All Administrative work for the Cargo & Specie team
- Set-up system records and maintain underwriting systems and controls including LIDS and LIPPS
- General spreadsheet work including statistics and data analysis and generation of reports
- Monitor and follow up on payments for outstanding premiums
- Work in collaboration with Group Underwriting teams in order to obtain and provide any required information
- Investigate queries produced by Underwriters, Operations, Finance and Legal and liaise with brokers as directed to resolve issues as necessary
- Set up the Underwriting Management Conference Calls (UMCC), set up the systems and record the UMCC decisions
- Supporting the Head of Cargo & Specie, and the Underwriter in the team with their work
- Assist with ad hoc projects and research work as required
- Any other duties as required

Skills & Requirements:

- Interest in learning about the Insurance industry
- Proficient with Microsoft Office applications, particularly Excel and Word
- Excellent attention to detail, self-discipline and time management skills
- Strong verbal and written communication skills
- Strong work ethic
- Self-starter with the ability to liaise with individuals at all levels
- Team player and willingness to learn
- Ability to work flexibly to meet business needs

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, and considerate of our environment and wider society, 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