



LANCASHIRE - ROLE DESCRIPTION

Job Title:	Underwriting Assistant	Business:	Lancashire US
Reporting Lines:	Senior Vice President	Base Location:	Greenwich, Connecticut

Who We Are

Lancashire Insurance U.S. (LUS) is part of the Lancashire Insurance Group. The group is a provider of global specialty insurance and reinsurance products offering risk transfer solutions to brokers and clients.

Lancashire has operations in London, Bermuda, Australia, and the United States and we are fully focused on establishing long-term and mutually beneficial relationships with our customers.

In the U.S. our focus is on short-tail, specialty (re)insurance risks within two general segments: Energy Casualty and Excess & Surplus Lines property

Our expertise and specialized products are underpinned by our agility and strong corporate culture that ensures we offer the best possible service at all times.

Lancashire U.S. offers comprehensive cover for US middle market energy sector clients including Upstream, Midstream, Downstream, through to Power and Utilities, including Renewables. We offer tailored risk solutions on a Primary and Excess basis using both Occurrence and/or Claims Made triggers. Coverage can be placed standalone, or on a combined package. Primary limits up to 2/4/4 and excess liability maximum offering of \$10M Occ/Agg. Distribution is placed through appointed commercial wholesale brokers nationwide.

Lancashire U.S. offers "All Risks" property cover for US based insureds. We offer tailored risk solutions on a Primary and Excess Coverage that can include critical catastrophe coverage. Distribution is placed through appointed commercial wholesale brokers nationwide.

Purpose

The primary purpose of this role is to provide general administrative support to either the Energy Casualty or Excess & Surplus Lines property teams. The Underwriting Assistant will assist Underwriters with day-to-day processing tasks and provide underwriting and administrative support to Underwriters as required.

Specific Responsibilities

- Working with and supporting the assigned Underwriter to review account submission data and work with broker partners to obtain missing information.



- Working in tandem with Underwriting to confirm policy issuance instructions for quotes, binders, policies, endorsements, notices, etc. and effectively complete coding/issuance.
- Perform data entry and quality control checks of insurance policy information into in-house systems to agreed, defined standards of accuracy and timeliness.
- Generate broker correspondence in electronic format (e-mail) related to transaction processing and informational follow up requests.
- Perform ad hoc operational duties to support the Underwriting teams.

Essential Skills & Requirements

- Some insurance industry experience is required.
- Self-motivated and willing to develop underwriting knowledge and skills.
- Demonstrate high levels of accuracy and have good attention to detail.
- Able to work as part of a team.
- Good communication skills with focus on delivering strong customer service to external clients.
- Degree level qualification.

Lancashire Values

- Leadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are.
- Aspirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are.
- Nimble in our decisions, actions and business processes, we are.
- Collaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are.
- Straightforward in conducting our business in an accountable, open, honest and sustainable way.